Saskatchewan
Learning

# Practical and Applied Arts: A Bibliography

Communications
Agriculture
Transportation
Care and Hospitality
Resources
Design
Practical and Applied Arts (PAA)

Recycled Paper

2003

# Practical and Applied Arts: A Bibliography

Prepared by:
Instructional Resources Unit
Curriculum and Instruction Branch
Saskatchewan Learning
2003

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Clavet Composite School
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North Battleford Comprehensive High School
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Gray, Gord
Tisdale Middle & Secondary School
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Regina

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Canoe Narrows

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Tisdel, Jan
Coronach School
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Tkachuk, Don
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Gull Lake School
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Turner, Gayleen
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Waterman, Carla
Carpenter High School
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Chaplin

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Wiebe, Heather
Vibank School
Vibank

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Lampman High School
Lampman

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Carlton Comprehensive High
School
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# Foreword

This publication lists learning resources that have been evaluated by Saskatchewan educators and are considered appropriate for support of Practical and Applied Arts Curricula (PAA). The purpose of this list is to provide teachers with suggested starting points for building a wide range of suitable instructional materials.

These titles are offered only as suggestions; teachers are encouraged to investigate other applicable resources and to select additional suitable learning resources.

Saskatchewan Learning has provided one copy of this bibliography to every school that has students at the Middle and Secondary Levels. This document is also available on the Saskatchewan Learning website at the following addresses:

http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html **or**
http://www.sasked.gov.sk.ca/docs/paa.html

## Practical and Applied Arts - A Survey Approach

This bibliography lists recommended resources to support each PAA Curriculum. When teaching a PAA Survey Course, the bibliography can be used to locate suitable learning resources by referring to the index of suggested uses and looking under Survey Course - Secondary Level and Survey Course - Middle Level.

## Resource-based Learning

The items listed are intended to promote the philosophy of resource-based learning, in which the students gain knowledge and understanding through the use of a variety of learning resources and instructional approaches. This multiresource approach provides students with opportunities to interact with a wide range of current materials to suit varied learning styles.

Teachers are reminded that resource-based courses of study can be enhanced through the use of additional learning resources such as the following:

- newspapers and magazines
- pamphlets, brochures, television and radio programming
- environmental print, such as posters
- Internet sites
- public library collections.

It is important that human resources be accessed as well. Every community has capable people who can enrich educational experiences.

## Background Review: Selection Policy and Criteria for Selection

This list provides suggestions for learning resources; however, it remains the responsibility of classroom teachers, in consultation with teacher-librarians, to preview and select materials. Selection should be based on the objectives and philosophy of the curriculum, students' interests and abilities, students' prior knowledge and experience as well as the interests or needs of the community.

Also, learning resources should be considered in terms of the following characteristics:

- literary quality
- cultural relevance and accuracy
- country of origin
- equity regarding gender, abilities, age and race
- accuracy
- ease of reading
- relevance to current issues
- adaptability.

Each school division is responsible for developing its own materials selection policy in order to address the particular needs of students and teachers in that division. Materials should be chosen in accordance with the school division's materials selection policy. Several publications produced by Saskatchewan Learning provide further assistance in the selection process. These include the following:

*Diverse Voices: Selecting Equitable Resources for Indian and Métis Education*, 1992 - suggests strategies for recognizing and dealing with bias in resources.

*Indian and Métis Education Policy From Kindergarten to Grade XII*, 1995 - provides rationale and guidelines for integrating Indian and Métis materials into curricula.

*Learning Resource Centres in Saskatchewan: A Guide for Development*, 1988 - provides guidance for developing a selection policy and suggests criteria for selection.

*Multicultural Education and Heritage Language Education Policies*, 1994 - provides rationale for integrating multicultural learning resources into curricula.

*Selecting Fair and Equitable Materials*, 1991 - suggests strategies useful for recognition of bias and stereotypes.

**Educators who wish to order the above materials should contact Saskatchewan Learning at Ph: (306) 787-5987 or fax: (306) 787-9747.**

### Assessing Present Learning Resources

The titles in this bibliography should be cross-referenced with the school resource centre catalogue in order to identify suitable resources already present in the school library collection.

The Media Indexes and the Indexes of Suggested Uses are useful checklists for identifying learning resources already present in the school library collection. Teachers may use these indexes to ensure a balance of print and non-print learning resources within each module.

Learning resources in the present collection should be assessed based on the needs of the curricula, the community, the students and the teachers. Learning needs not met by the present collection could be identified by the teachers and teacher-librarian working together. Teachers are encouraged to coordinate materials selection at the school or school division level noting that some learning resources may be useful for several grade levels and subject areas.

### Previewing Learning Resources

Teachers and teacher-librarians are urged to preview learning resources carefully before suggesting them for classroom use. They are advised to refer to their school division's selection policy for guidance in making choices about learning resources.

If schools have not been able to preview the learning resources prior to purchase, it is advisable to order only one copy to review before placing orders for multiple copies. Return policies vary from company to company, but if inappropriate materials have to be returned, they must be in saleable condition.

### Purchasing Learning Resources

Schools interested in purchasing resources from this bibliography, should contact the distributors cited in the distributor directory.

A good place to start is the **short list of recommended titles**, located in each section of this multisubject bibliography.

Prices quoted are subject to change and do not include taxes or shipping fees, but will serve as a guide to approximate costs.

### Videos

Videos listed are often available from **Media Group (MGR)**. These videos are high-quality programs that can be acquired at a nominal cost. For further information, please consult the Educational Video Duplication Service catalogue available from **Media Group**. Schools are responsible for postage, a duplication charge of $1.00 per title, blank tapes and applicable taxes. Blank tapes may be supplied by the school or purchased from **Media Group**. Please refer to the distributor directory for the addresses including e-mail and website, fax and telephone numbers. **Media Group** provides online services at the following address:

http://videodb.mg.sk.ca/index.html

Please note that to show movies or other videos in the classroom legally, schools must obtain public performance rights. These public performance rights are cleared for programs available from **Media Group** as well as for videos that are listed for sale in Saskatchewan Learning's bibliographies. If educators are unsure whether public performance rights are available for a video that is not included in a Saskatchewan Learning bibliography, the distributor should be contacted before using the video in the classroom.

Sometimes schools or school divisions choose to purchase a licence from a video collective. The benefit of having a licence is that teachers can show any videos produced by the companies represented without violating copyright law. If a general licence is purchased, teachers are responsible for renting or borrowing the video.

Another option is for schools or school divisions to buy a single-title licence. This means that one copy of the video is supplied by the distributor and that teachers are allowed to show it to their students until the licence expires.

**Examples of video collectives follow:**

Audio Cine Films
1955 Cote-de-Liesse Rd
Suite 210
MONTREAL PQ H4N 3A8
Ph: (800) 289-8887
Fax: (514) 493-9058
E-mail: info@acf-film.com
NETSITE: http://www.acf-film.com

Visual Education Centre
41 Horner Ave, Unit 3
TORONTO ON M8Z 4X4
Ph: (800) 668-0749, Ext. 226
(Public Performance Rights)
Fax: (416) 251-3720
E-mail: diana@criterionpic.com
NETSITE: http://www.visualed.com **or**
http://www.criterionpic.com

### Online Databases of Periodicals and Newspapers: Infotrac, Canadian Newsstand Dailies, and CBCA/Repère

Saskatchewan Learning offers a number of online databases for periodicals and newspapers. Online databases are a powerful tool to assist teachers with the integration of technology into teaching and learning. The databases provide teachers and students with access to **both current and archived information** on any given topic/subject area.

Canadian content is featured in Micromedia's ***Canadian Business and Current Affairs (CBCA/Repère-French)***, Infotrac's ***Canadian Periodical Index Quarterly (CPI.Q)***, and Proquest's ***Canadian Newstand Dailies***. The databases are located at the following address:

http://www.sasked.gov.sk.ca/docs/databases.html

To access the online databases, educators need to click on their region and enter the appropriate password. If they need the password, they should contact the teacher-librarian, local Resource-based Learning Consultant or Saskatchewan Learning at (306) 787-1194.

## Internet Sites

Saskatchewan Learning is providing a forum through the **Evergreen Curriculum Resources** page for teachers to access and share educationally appropriate Internet sites. The gateway to the URL Database of Websites can be found at the following addresses:

http://www.sasked.gov.sk.ca/docs/resources_main.html or directly through http://www.sasked.gov.sk.ca/pls/urldb/udb_pkg.main

Information on sites that are highly recommended and linked to curriculum objectives can be found by accessing this database.

Teachers are encouraged to share their favourite Internet sites with others in the province by registering in the URL database. Once an account has been created, teachers will be able to suggest new Internet sites as well as access and review sites submitted by other teachers. The reviews are used to decide upon a recommendation and links to the curriculum. Registration can be done via the addresses above.

Saskatchewan Learning also provides links to other provincial and territorial education websites at the following address:

http://www.sasked.gov.sk.ca/curr_inst/ltech/links.html

The discussion area for Practical and Applied Arts can be found at the following address:

http://www.sasked.gov.sk.ca/docs/discussion.html

The Virtual Resource Centre (VRC) will provide access to general Internet sites that relate to the currcula. The VRC can be found at the following address:

http://www.sasked.gov.sk.ca/docs/vrc/index.html

### Virus Alert

When downloading files and applications, Internet users should be aware of the danger of viruses. Downloaded files and applications should always be scanned using an anti-virus utility. It is also advisable to purchase updates to the anti-virus utility regularly. These updates identify the new viruses as well as the old.

# How to Use the Bibliography

## Titles and Descriptions

Titles are listed alphabetically. The entries provide bibliographic information and suggestions for use. An example of a print citation for PAA follows:

Title Media Designation
↓ ↓
**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The
Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).
↑ ↑ ↑ ↑ ↑
Publisher Distributor Date ISBN Price Annotation
↓

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

The abbreviation **hdc.** denotes hardcover edition; **pbk.** denotes paperback edition.

**ISBN** denotes the International Standard Book Number which is usually the order number.

**Dup.** is an abbreviation indicating that a video is available for duplication from **Media Group**.

**(CAN)** preceding the annotation indicates that the resource includes Canadian content.

**(SK)** preceding the annotation denotes that the resource includes Saskatchewan content.

**(I/M)** preceding the annotation indicates that the material has substantial Indian, Inuit, or Métis content.

**Suggested Use** provides suggestions for the module that the resource best supports. It also indicates titles that are suitable for general purposes for survey courses and for work study programs. Unless otherwise indicated by the term *Teacher Reference*, all materials are listed as student resources.

**Other Use** indicates the other subject area(s) and/or level(s) that the resource supports.

### Currently Out of Print but Still Useful Resources

A list of currently out of print but still useful resources can be found in each section of this multisubject bibliography. The titles in these sections are currently out of print, but may be found in many school libraries. The following website may be useful when trying to locate out-of-print titles: www.abebooks.com.

## Short Lists of Recommended Titles

A list can be found in each section of this multisubject bibliography. The titles in these lists represent a starting point to support resource-based learning.

## Indexes of Suggested Uses

An index of suggested uses can be found in each section of this multisubject bibliography. Titles are listed alphabetically according to the modules that they best support. Teacher references, general reference materials and resources that support work study programs and survey courses are also included in these indexes.

## Media Indexes

A media index can be found in each section of this multisubject bibliography. Titles are listed alphabetically under each media designation.

## Distributor Directory

The distributor directory is located at the end of this multisubject biliography. The abbreviations enclosed in parentheses following the publisher in the title citations represent the distributor. The full names, addresses (including e-mail and websites where available), fax and phone numbers of these companies are given in the distributor directory. Please note that some distributors provide a toll-free phone number.

## Dealing With Sensitive Topics

Several annotations contain cautions that are intended to alert teachers and teacher-librarians to potentially controversial content within the selections.

In making decisions regarding use of controversial material, educators should be sensitive to the nature and needs of their students and community. Offering several alternative selections for study often prevents conflict.

# GENERAL RESOURCES: CAREER DEVELOPMENT, WORK STUDY AND SAFETY

# General Resources: Career Development, Work Study and Safety

## Titles and Descriptions

**Please note: The following resources are applicable to most Practical and Applied Arts Curricula. They are general references that provide excellent information about career development, work study or safety. More specific safety, career or work study information related to a particular subject can be found in each bibliography.**

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.

**Career Options for Women Series** (Video). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Automotive* | Dup. order no. V6843 |
| *Aviation* | Dup. order no. V6844 |
| *Construction* | Dup. order no. V6845 |
| *Culinary* | Dup. order no. V6846 |
| *Engineering* | Dup. order no. V6847 |
| *Entertainment* | Dup. order no. V6848 |
| *Information Technology* | Dup. order no. V6849 |
| *Manufacturing* | Dup. order no. V6850 |
| *Medical/Health* | Dup. order no. V6851 |
| *Military: Canadian Forces* | Dup. order no. V6852 |
| *Protective Services* | Dup. order no. V6853 |
| *Rescue* | Dup. order no. V6854 |
| *Utilities* | Dup. order no. V6855. |

(CAN) *Career Options for Women* is a series of 13 half-hour programs about women working in jobs traditionally done by men, mostly in trades and technology. Each program features three women. The career categories for this series include aviation, automotive, construction, culinary, engineering, entertainment, information technology, medical/health, manufacturing, military, protective services, rescue and utilities.

Supporting print is available from Media Group.

**Career Options for Women II Series** (Video). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

Recommended titles in this series include the following:

| | |
|---|---|
| *Agriculture* | Dup. order no. V712 |
| *Canadian Forces* | Dup. order no. V713 |
| *E-commerce* | Dup. order no. V714 |

| | |
|---|---|
| *Entrepreneurship* | Dup. order no. V715 |
| *Film Production* | Dup. order no. V716 |
| *Forestry* | Dup. order no. V717 |
| *Marine Transportation* | Dup. order no. V718 |
| *Mining* | Dup. order no. V719 |
| *Oil and Gas Technology* | Dup. order no. V720 |
| *Robotics and Automotive* | Dup. order no. V721 |
| *Telecommunications* | Dup. order no. V722 |
| *Video Games* | Dup. order no. V723 |
| *Wood Products* | Dup. order no. V724. |

(CAN) This second *Career Options for Women Series* continues to provide valuable information and inspiration to young women who wish to work in the trades or technology. The programs also raise the awareness level of young men who are considering a career in these areas. Each program features three women who are working in a wide variety of jobs within the areas of energy and mines, forestry, agriculture, communications and entrepreneurship.

Supporting print material is available from Media Group.

**Career Options for Women III Series** (Video). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G1137 ($7.84 looseleaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Adventure Tourism* | Dup. order no. V1149 |
| *Aquaculture* | Dup. order no. V1137 |
| *Biotechnology* | Dup. order no. V1138 |
| *Canadian Forces 1* | Dup. order no. V1139 |
| *Canadian Forces 2* | Dup. order no. V1147 |
| *Finance and Investment* | Dup. order no. V1140 |
| *Gaming* | Dup. order no. V1141 |
| *Heavy Equipment* | Dup. order no. V1142 |
| *Music* | Dup. order no. V1143 |
| *Railway* | Dup. order no. V1144 |
| *Rubber* | Dup. order no. V1145 |
| *Steel* | Dup. order no. V1146 |
| *Textiles* | Dup. order no. V1147. |

(CAN) The third installment of the *Career Options for Women Series* continues to provide valuable information and inspiration to young women who wish to work in alternative occupations. Each program features three women who are working in a wide variety of jobs within the areas of the military, finance, construction, technology, the arts and manufacturing.

A companion website at http://www.careeroptions.org/ provides additional information about the people and occupations profiled in each program.

Supporting print material is available from Media Group.

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and Workplace Hazardous Materials Information System (WHMIS). Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, or all 12. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR). 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998. (Out of Print)

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students that are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.

**Manual Handling** (Video). Safetycare Inc (SCI), 10 min. No order number is required. ($220.00).

Manual handling is the movement of items by human energy. If not done properly serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly and how to avoid being injured.

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.

**Personal Protective Equipment** (Video). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00)

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.

**WHMIS** (Video). Safetycare Inc. (SCI ), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.

# Examples of Appropriate General Internet Sites

The following Internet sites provide links to web based information that is applicable to most practical and applied arts curricula. They are excellent resources to use for information related to career development, work study and safety.

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on April 30, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Blueprint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

# SUBJECTS ACROSS THE CLUSTERS

(These two curricula are related to all the clusters.)

Career and Work Exploration 10, 20, A30, B30
Entrepreneurship 30

# Career and Work Exploration 10, 20, A30, B30

## Titles and Descriptions

**Ability Explorer** (Print-Non-Fiction). Harrington, Joan C. and Harrington, Thomas F. Houghton Mifflin Company (NEL), 1996. Order no. 92540-1 ($64.75 package of 25).

This is a hand-scorable assessment booklet that students can use to help identify the skills and abilities that they have. With this knowledge, they will be better equipped to plan for future careers and education opportunities. It has the potential to encourage goal setting and to give direction to students.

A copy of *Directions for Administration and Scoring* accompanies the booklet.
**Suggested Use:** Employability Skills; Survey Course - Middle Level; Survey Course - Secondary Level

**Aboriginal Workforce** (Print-Non-Fiction). Indian and Northern Affairs Canada (INA), 1998. ISBN 0-662-27516-0 ($FREE set).

(CAN, I/M) This collection of pamphlets has been published by Indian and Northern Affairs Canada to encourage the education, training and employment of aboriginal people. The background to the Aboriginal Employment Program is given as well as information about university recruitment, student employment and awareness workshops. This free folder of information would be useful in a guidance office or the classroom.
**Suggested Use:** Career Research

**Aboriginal Workforce Participation Initiative: AWPI Employer Toolkit** (Print-Non-Fiction). Indian and Northern Affairs Canada (INA), 1998. 214 p. ISBN 0-662-27329-X ($FREE coil-bound).

(CAN, I/M) Although this resource is aimed at employers, it offers a wealth of information that makes it very useful for teachers and students (with guidance). Employment issues and opportunities for aboriginal people are identified. A key section of the resource dispels myths concerning aboriginal people in the workforce. A glossary is included.
**Suggested Use:** Career Research; Teacher Reference

**Against the Odds** (Video). Bigelow Currie Productions Inc. (KIN), 2000. 23 min. Order no. 1344 ($149.95).

(CAN, I/M) In this video, three women from diverse backgrounds and various regions of Canada discuss their career paths. The key point emphasized is that they have broken into the traditionally male-dominated areas of science and technology and have created successful careers for themselves.
**Suggested Use:** Employability Skills

**The Be Real Game Facilitator's Kit - High School Edition Grades 9/10** (Kit). (The Real Game Series). The Real Game Inc. (NLW), 2000. Order no. BRG1010 ($220.00 kit).

(CAN) As the world of work quickly changes, students need to be able to face the challenges ahead of them. This role-playing game introduces students to the forces behind the changes and helps to give them the skills needed to function successfully in the world of work. The game allows students to understand the variety of options and opportunities that they have. It also shows the implications of their choices and the importance of education and planning. The game is very flexible as it is possible to use all or parts of it to suit the needs of a particular class. This is an excellent resource as students have fun while they are learning very important practical skills.
**Suggested Use:** Employability Skills; Job Search Skills; Survey Course - Middle Level

**Biotech Career Kit: A Multimedia Career Awareness Resource** (Kit). Biotechnology Human Resource Council (BHRC), n.d. No order number is required. ($69.95 kit).

(CAN) Similar to other resources dealing with a single industry, this kit examines the biotech industry and potential careers that are available to students. Although it is limited to a specific industry, the principles of career exploration that are used apply across a wide spectrum. The interview process and the principles of human resource management are two of the general areas covered.
**Suggested Use:** Career Research

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Employability Skills; Work Study Preparation; Teacher Reference
**Other Use:** All PAA Curricula

**Canada Prospects** (Periodical). Canada Career Consortium (CCCM). No order number is required. ($FREE). Teacher's Guide - ISBN 1-895813-68-9 ($FREE pbk.).

(CAN) Contained within this annual publication is information to encourage career seekers to explore the world of work and the growing variety of career opportunities. There is also an emphasis on the discovery of employability skills that will be useful when working. The layout is appealing to students and contains many practical tips.

There is also an online version at http://www.careerccc.org/canadaprospects/.

A companion resource titled *A Complete Guide to Using 'Canada Prospects'* is aimed at teachers and counsellors.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Life Transitions

**Canadian Vocational Journal** (Periodical). Canadian Vocational Association (CVA). Published quarterly - ISSN 0045-5520 ($53.50).

(CAN) Published by the Canadian Vocational Association, each issue of this quarterly journal contains several articles of interest to teachers of career and work exploration. As an example, in recent past issues there were discussions on study skills, portfolios and apprenticeship.
**Suggested Use:** Teacher Reference

**Career and Personal Planning Resource Book: A Handbook of Career Education Lessons and Resources** (Print-Non-Fiction). Vancouver School Board (VSB), 1995. 184 p. ISBN 1-55031-444-0 ($26.75 coil-bound).

(CAN) Developed for British Columbia schools, this hands-on and teacher friendly resource can easily be adapted to support the Saskatchewan curriculum. The resource contains many practical suggestions for classroom teachers. These activities are aimed at creating a greater awareness of self, becoming a better personal manager and assisting the students with developing realistic career goals.
**Suggested Use:** Career Research; Employability Skills; Teacher Reference

**Career Circuit** (Website). Canadian Foundation for Economic Education (CFEE), 2001. Available by subscription: http://www.thecircuit.org [Checked for availability, 2003, February 7]. ($50.00 per year).

(CAN) The *Career Circuit* website has been designed to act as a clearinghouse for professionals who work with youth in the areas of career information and planning, training opportunities, mentoring and employment readiness. There are three sections to the site - a network, resources and training. The network section is designed to connect teachers to the services, programs, funding and updated news concerning agencies across the country dealing with youth services and careers. The resources are available either online or on CD. Within this section is a compilation of the most effective resources that can assist professionals who work with young people as they build a successful future. The third section related to training is aimed at using a self-instructional program for staff development that will assist teachers in finding practical strategies geared towards helping youth build their futures.

The annual fee includes the CD version of the Virtual Resource Centre as well as a floppy disk of the professional development training program.
**Suggested Use:** Career Research; Employability Skills; Job Search Skills; Teacher Reference

**Career Cruising: The Complete Career Guidance System** (Website). Anaca Technologies Ltd. (AAT), n.d. Available by subscription: http://www.careercruising.com. [Checked for availability, 2003, February 7]. CD-ROM - Included in subscription.

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|---|---|
| Site Licence | ($550.00 per site) |
| Three Year Site Licence | ($395.00 per year) |

This interactive and multimedia career guidance system is a user friendly program that combines comprehensive career information with career assessment tools and a complete database of colleges and universities. The main components are a career matchmaker that matches students' interests and skills to a career, and a career explore section. The career explore section offers hundreds of career profiles and includes multimedia interviews with people in those occupations. The resource also provides information on where to obtain the proper education and training. Several classroom activities are also included.

A quick tour of the website and a free trial are available at http://www.careercruising.com.
**Suggested Use:** Career Research

**Career Directions: Occupations: University Not Required** (Print-Non-Fiction). Canada Career Consortium (CCCM), 1999. 242 p. ISBN 1-895813-84-0 ($FREE - Available online at http://www.careerccc.org/resources/ /cccproducts_e.shtm.).

(CAN) Help is at hand when the commonly asked question, "What do I do after high school?" is asked. This resource provides a great deal of practical information to help students make well-informed decisions concerning their career plans. *Career Directions* can be used to help students explore their skills and interests and to shape their skill sets to suitable careers. A variety of occupations are profiled in several different fields. Each career option discusses what the job entails, training, the type of skills needed and salary.

This item is currently out of print. An on-line version and a PDF version are available at the above address. This website also offers access to a facilitator's guide.
**Suggested Use:** Career Research; Employability Skills

**Career Explorer: CX Online** (Website). Bridges.com Inc. (BDG), 2003. Available by subscription: http://www.cdn.cx.bridges.com [Checked for availability, 2003, February 7]. ($1300.00 for schools over 300 students and $795.00 for schools under 300 students). (Group rate for up to 4 schools with a combined enrollment of 300 students- $325.00 per school.)

(CAN) Popularly known as *Bridges.com*, this online package is suitable for both Middle and Secondary Level students. It looks at the areas of career awareness, exploration, planning and transition. The site also contains daily career news updates. These updates include a large number of original articles related to the areas of life skills and careers. The layout is presented in a magazine-style format, which makes it easily accessible to students.

More information and a free trial can be obtained from http://cxinfo.bridges.com/.
**Suggested Use:** Career Research; Employability Skills; Survey Course - Middle Level; Survey Course - Secondary Level

**Career Gateways: Career Planning in a Changing World** (CD-ROM). Gray, Allan, et al. CES Career Education Society (CEY), 2001. ISBN 0-9682189-4-6 ($15.00).

(CAN) Human Resources Canada and the British Columbia Ministry of Advanced Education have sponsored the development of this CD. It does, however, offer excellent value for teachers and students in this province. The CD provides lesson plans, self-directed activities, career planning resources, weblinks and a portfolio log. Some of the linked websites relate specifically to Britsh Columbia., but most are of a general nature.
**Suggested Use:** Career Research; Employability Skills

**A Career in Tourism: You Decide How Far to Go** (Video). Canadian Tourism Human Resource Council (CMR), 1997. 13 min. No order number is required. ($27.50).

(CAN) Although the video may appear as an advertisement aimed at getting young people to work in the tourism industry, it includes some excellent information delivered in a very effective manner. Good background information is provided about the industry, and details are provided on available careers. A major emphasis of the video is on the skills people need to be successful in the tourism industry.
**Suggested Use:** Career Research; Employability Skills

**Career Information Resources for Aboriginal People: A Research Study Prepared for the Aboriginal Human Resource Development Council of Canada** (Print-Non-Fiction). Streisel, Sheri and Meyers, Tracy. Aboriginal Human Resource Development (AHR), 2000. 72 p. No order number is required. ($FREE coil-bound).

(CAN, I/M) The findings of this research study will help readers to gain a greater understanding of the career development products and programs that are being successfully used by aboriginal people in Canada. This resource can be a useful tool to assist in planning a program that will meet the needs of aboriginal people.
**Suggested Use:** Career Research; Teacher Reference

**Career Options for Women Series** (Video). Third Wave Communications Inc. **(MGR),** 1999. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Automotive* | Dup. order no. V6843 |
| *Aviation* | Dup. order no. V6844 |
| *Construction* | Dup. order no. V6845 |
| *Culinary* | Dup. order no. V6846 |
| *Engineering* | Dup. order no. V6847 |
| *Entertainment* | Dup. order no. V6848 |
| *Information Technology* | Dup. order no. V6849 |
| *Manufacturing* | Dup. order no. V6850 |
| *Medical/Health* | Dup. order no. V6851 |
| *Military: Canadian Forces* | Dup. order no. V6852 |
| *Protective Services* | Dup. order no. V6853 |
| *Rescue* | Dup. order no. V6854 |
| *Utilities* | Dup. order no. V6855. |

(CAN) *Career Options for Women* is a series of 13 half-hour programs about women working in jobs traditionally done by men, mostly in trades and technology. Each program features three women. The career categories for this series include aviation, automotive, construction, culinary, engineering, entertainment, information technology, medical/health, manufacturing, military, protective services, rescue and utilities.

Supporting print is available from Media Group.
**Suggested Use:** Career Research
**Other Use:** Career Guidance: Grades 6 to 9; Life Transitions

**Career Options for Women II Series** (Video). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

Recommended titles in this series include the following:

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|---|---|
| *Agriculture* | V712 |
| *Canadian Forces* | V713 |
| *E-commerce* | V714 |
| *Entrepreneurship* | V715 |
| *Film Production* | V716 |
| *Forestry* | V717 |
| *Marine Transportation* | V718 |
| *Mining* | V719 |
| *Oil and Gas Technology* | V720 |
| *Robotics and Automotive* | V721 |
| *Telecommunications* | V722 |
| *Video Games* | V723 |
| *Wood Products* | V724. |

(CAN) This second *Career Options for Women Series* continues to provide valuable information and inspiration to young women who wish to work in the trades or technology. The programs also raise the awareness level of young men who are considering a career in these areas. Each program features three women who are working in a wide variety of jobs within the areas of energy and mines, forestry, agriculture, communications and entrepreneurship.

Supporting print material is available from Media Group.
**Suggested Use:** Career Research
**Other Use:** Life Transitions

**Career Options for Women III Series** (Video). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G1137 ($7.84 looseleaf).

Recommended titles in this series include the following:

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|---|---|
| *Adventure Tourism* | Dup. order no. V1149 |
| *Aquaculture* | Dup. order no. V1137 |
| *Biotechnology* | Dup. order no. V1138 |
| *Canadian Forces 1* | Dup. order no. V1139 |
| *Canadian Forces 2* | Dup. order no. V1147 |
| *Finance and Investment* | Dup. order no. V1140 |
| *Gaming* | Dup. order no. V1141 |
| *Heavy Equipment* | Dup. order no. V1142 |
| *Music* | Dup. order no. V1143 |
| *Railway* | Dup. order no. V1144 |
| *Rubber* | Dup. order no. V1145 |
| *Steel* | Dup. order no. V1146 |
| *Textiles* | Dup. order no. V1147. |

(CAN) The third installment of the *Career Options Series* continues to provide valuable information and inspiration to young women who wish to work in alternative occupations. Each program features three women who are working in a wide variety of jobs within the areas of the military, finance, construction, technology, the arts and manufacturing

A companion website at www.careeroptions.org/ provides additional information about the people and occupations profiled in each program.

Supporting print material is available from Media Group.
**Suggested Use:** Career Research
**Other Use:** Life Transitions

**The Career Planner: Choosing an Occupation** (Print-Non-Fiction). (Planning Series). Alberta Human Resources and Employment (ARD), 2002. 78 p. ISBN 0-7732-0606-X ($FREE).

This resource has been laid out in a workbook fashion that will help young adults follow the five-step, career-planning program. Readers are asked to examine where they want to go in life, to know what their skills are, to match their strengths to an occupation, to plan how to get into their chosen field, and to do it.

In addition to the print version, this resource is available in PDF at http://www.alis.gov.ab.ca/pdf/cshop/CareerPlanner.pdf.
**Suggested Use:** Career Research; Employability Skills
**Other Use:** Life Transitions

**Career S.E.L.F. Assessment** (Video). Cambridge Educational (MCI), 1997. 32 min. Order no. 010126 ($119.00).

This video was produced to assist students in choosing career paths that suit their interests, skills and abilities.
**Suggested Use:** Employability Skills

**Career Studies 10** (Print-Non-Fiction). Wallace, Lee. Nelson Thomson Learning (NEL), 2000. 246 p. ISBN 0-17-620136-X ($31.95 hdc.). Teacher's Resource (includes 2 CD-ROMs) - ISBN 0-17-620137-8 ($180.00 binder).

(CAN) Although written for the Ontario market, this resource covers most of the areas that are dealt with in the Saskatchewan curriculum. The resource is aimed at giving students the skills they will need to make good decisions concerning the direction their lives will take. Defining personal goals is stressed in the first unit while the second unit examines the skills each individual has. The final three units concentrate on the research skills that are needed for career and work options, developing real plans and reflecting on the career process. The material is well laid out, with an expanded table of contents allowing easy access to the short chapters. Photographs, charts, tables and activities are used throughout the resource. An index and a glossary are included.

A teacher's resource is also available.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Careers** (Print-Non-Fiction). Campbell, Judith. (Lifechoices Series). Prentice Hall Inc. (PRN), 1998. 128 p. ISBN 0-13-244211-6 ($18.95 pbk.).

(CAN) Part of the *Life Choices Series*, this resource uses short, informative, magazine-like articles to give students information about entering the world of work. Amongst other topics, it discusses the benefits of volunteering, where the work is, how to ace an interview, how to keep a job, and how to be your own boss.
**Suggested Use:** Employability Skills; Job Search Skills
**Other Use:** Life Transitions

**Careers in Culture** (Kit). Cultural Human Resources Council (CHRC), 1999. No order number is required. ($73.95 kit).

(CAN) Culture is an extremely broad term, and careers in this area vary greatly. This kit contains excellent resources that inform students about the many fields of employment within the cultural section. The six booklets in the kit focus on the information students require to make a decision about careers in film and television, the new media, music and sound recording, the visual arts, writing and publishing, and heritage.

An activity guide accompanies the booklets.

The CD-ROM has two main sections. The Discovery Game takes students through six buildings where they learn about the careers available and what the work involves. The Discovery Centre informs students about the education and training needed as well as how they should present themselves when seeking work. Live video of workers in the cultural section presents various tips for success.
A copy of the activity guide and booklets was sent to each high school in the fall of 2001. Further copies of the kit or individual components can be purchased from the Cultural Human Resources Council.

An online version is available at http://www.culturalhrc.ca.
**Suggested Use:** Career Research; Survey

Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Communication Production Technology

**Careers 10** (Print-Non-Fiction). Campbell, Judith and Hoey, Kelly. Prentice Hall Inc. (PRN), 2000. 237 p. ISBN 0-13-031505-2 ($28.95 hdc.).

(CAN) This resource supports the curriculum as the first unit asks students to think about who they are, while the next two units have them consider where they are going and how they will get there. Within each unit, short and well-illustrated sections deal with topics such as building a career portfolio, doing a work values inventory, creating a networking tree, understanding the Canadian National Occupation Classification (NOC), fitting into the new workplace, handling the job interview and understanding Workplace Hazardous Materials Information System (WHMIS). Each section contains several student activities. Colour photographs, charts, drawings and tables add to the book's appeal, as does the easy-to-read text. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Chasing the Dream: A Player's Guide** (Print-Non-Fiction). McPhee, Tracy. General Store Publishing House (GSPH), 1999. 219 p. ISBN 1-894263-01-4 ($19.95 pbk.).

(CAN) If a school has aspiring athletes who want to make it to the NHL, this resource will provide them with a step-by-step guide to much of the information they will need. Everything from how to live away from home to training, conditioning, agents, education and the draft is covered. Black-and-white photographs are used to illustrate the player profiles that are included. This is an excellent resource for those whose career direction may be taking them into the field of professional hockey.
**Suggested Use:** Career Research

**College Via the Workplace** (Video). Enter Here (SUN), 1998. 27 min. Order no. 2949-03 ($74.95).

Pursuing a college education while in the workplace is a serious commitment. Good time-management skills are essential. This video introduces viewers to people who took advantage of educational opportunities in the workplace. Tips for getting a job and for receiving company-paid tuition are presented. Positive role models share their experiences. Although the content is American, students in Saskatchewan schools will find much of the information relevant.
**Suggested Use:** Career Research; Employability Skills
**Other Use:** Career Guidance: Grades 6 to 9; Life Transitions

**The Complete Job-Search Handbook: Everything You Need to Know to Get the Job You Really Want. 3rd ed.** (Print-Non-Fiction). Figler, Howard. Henry Holt & Co., Inc. (FEN), 1999. 370 p. ISBN 0-8050-6191-6 ($22.95 pbk.).

Written for people in various stages of career development, this resource can be used by the first-time job seeker to the professional looking for a change. The information provided is very practical. Some of the skills covered include self-assessment, communication, interviews and characteristics of the successful job hunter. An index is included.
**Suggested Use:** Job Search Skills

**The Complete Job Search System Series** (Video). McIntyre Media Limited (MCI), 1997. 13 min. Order no. 01013.

Recommended titles in this series include the following:

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|---|---|
| *Career Evaluation* | ($105.00) |
| *Finding a Job* | ($105.00) |
| *Interviewing for a Job* | ($105.00) |
| *Planning Your Career* | ($105.00) |
| *Succeeding on the Job* | ($105.00) |
| Set of 5 videos | ($479.00). |

Although the titles are getting a little dated, this series is ideal for introducing job seekers to the techniques needed in selecting a career and getting a job. Students will learn how to use a self-assessment process to match their personal interests to a career choice. Conventional and unconventional job search methods are portrayed, as are tips for preparing for an interview. The last video illustrates that once a job has been obtained, much has to be done to succeed in this new role and that work habits have a tremendous impact on performance and promotion.
**Suggested Use:** Job Search Skills

**Cool Jobs Series** (Video). McIntyre Media Limited **(MGR)**, 2002. 30 min. Order numbers follow.

Recommended titles in this series include the following:

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|---|---|
| *Anthropology* | Dup. order no. V1025 |
| *Archaeology* | Dup. order no. V1014 |
| *Canadian Manufacturers and Exporters* | Dup. order no. V1027 |
| *Construction* | Dup. order no. V1009 |
| *Cool Jobs Extreme* | Dup. order no. V1015 |
| *Entrepreneurs* | Dup. order no. V1026 |
| *Film Industry* | Dup. order no. V1012 |
| *Hockey* | Dup. order no. V1024 |
| *Manitoba Hydro* | Dup. order no. V1010 |
| *Multimedia* | Dup. order no. V1011 |
| *Navy Part 1* | Dup. order no. V1005 |
| *Navy Part 2* | Dup. order no. V1006 |
| *Sports Medicine* | Dup. order no. V1008. |

(CAN, I/M) The aim of this series is to demystify the workforce for aboriginal youth through informative interviews, comedic skits, cool information, and an interactive web component. Five youth hosts visit aboriginal role models employed in non-traditional industries such as Archaeology, the Canadian Forces, Film, Fashion, Professional Sports, and Engineering. The role models share what it takes to have a cool job, what education and training is needed, and what their job entails. Youth are provided with a sampling of opportunities and cool jobs in the world of work.
**Suggested Use:** Career Research
**Other Use:** Life Transitions

**Destination 2020** (Print-Non-Fiction). Canada Career Consortium (CCCM), n.d. 242 p. No order number is required. ($FREE pbk.).

(CAN) While this resource profiles several careers, it uses a strong career development and life/work approach in their descriptions. For each career from bank teller to janitor, welder and nurse, the person profiled discusses daily activities plus required skills. Each of the careers fits into broad subject classifications such as the math/sciences, arts, social studies, technical/vocational and physical education. The book also does an excellent job of getting students to create a portfolio illustrating their skills, personality and interests. The format and illustrations will appeal to students.

An online interactive version is available at http://www.careerccc.org/destination2020/.
**Suggested Use:** Career Research; Employability Skills; Survey Course - Middle Level
**Other Use:** Career Guidance: Grades 6 to 9

**Discovering Our Potential: Women in Engineering: An Inspiring Look at Non-Traditional Careers for Women** (Video). Streetwise Productions **(MGR)**, 1997. 17 min. Dup. order no. V4905.

(CAN) This inspiring look at non-traditional career choices for women presents commentary from a diverse group of Canadian women engineers. They enthusiastically explain what their work involves and what it means to them personally. As they speak, the resounding message is that young women should consider all options when planning for their future. This program encourages young women to take math and sciences while in high school and to set objectives for themselves. Short dramatic vignettes with teenage girls who discuss their future emphasize some of the key points addressed.
**Suggested Use:** Career Research
**Other Use:** Life Transitions

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Labour Standards; Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Eagle Feather News** (Periodical). Aboriginal Consulting Service (ABOR). No order number is required. One year subscription - ($25.00).

(I/M, SK) This newspaper contains articles about current events of interest to aboriginal peoples, relevant political issues, the arts and entertainment, health and wellness, education and careers. Also included are book reviews and feature items about prominent aboriginal members of the community.
**Suggested Use:** Career Research
**Other Use:** Social Studies: Grades 7-9

**The Edge** (Periodical). Canadian Career Development Foundation (NLW). No order number is required. ($FREE).

(CAN) This is an annual publication that is jointly sponsored by Human Resources Development Canada, the Canadian Career Development Foundation and the National Life/Work Centre. Each issue has a teenage guest editor who has put together several articles related to youth exploring work and life options. The excellent graphics and layout add to its appeal. Interspersed between articles about youth and jobs are short definitions and self-help articles. This is an excellent resource to use with students.

An online version can be found at http://www.theedgemag.org.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Effective Resumes and Job Applications. Rev. ed.** (Video). Learning Seed Company (SSC), 1999. 20 min. Order no. 200117 ($119.00).

This video shows viewers how to prepare résumés, cover letters, thank-you letters and comprehensive job applications. Students watch potential employees as their job-searching skills progress from weak to strong. Although American, the material is applicable to Canadian students.

Included with the video is a reproducible study guide.
**Suggested Use:** Job Search Skills

**Employability Skills: Creating My Future** (Print-Non-Fiction). Calgary Educational Partnership Foundation. Nelson Thomson Learning (NEL), 1996. 31 p. ISBN 0-17-604664-X ($16.95 binder). Teacher's Guide - ISBN 0-17-604665-8 ($39.95 pbk.).

(CAN) This portfolio/binder is designed to encourage students to identify and organize their accomplishments in and out of school. The information in the student booklet is divided into four categories: assessment, goal setting, creating a portfolio and sharing a portfolio. Dividers and clear plastic folders are included.

The instructor's guide provides background information on the four categories as well as several blackline masters. Included with the guide is a pamphlet listing the Conference Board of Canada's employability skills.
**Suggested Use:** Employability Skills; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Life Transitions

**Employability Skills Portfolio** (Print-Non-Fiction). Abram, Mike, Nuttley, Kathy and Shaw, Graham P. UTP Guidance Centre (GUC), 1994. ISBN 0-778-40057-3 ($4.50 set).

(CAN) Using a concise and user friendly format, the authors of this package have put together a very practical resource dealing with portfolios. The package contains a user's guide, a documentation log and three portfolios for academic, personal management and teamwork skills. Each of these sample portfolios contains a checklist of categories for students to use.
**Suggested Use:** Employability Skills

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Employability Skills; Work Study Preparation
**Other Use:** All PAA Curricula

**EnviroCareers: A Guide to Careers in the Environment Sector** (Kit). Canadian Council for Human Resources (CCRH), 2000. No order number is required. ($FREE kit).

(CAN) This kit contains a CD-ROM, a video, a sample journal *EnviroXchange,* a pamphlet entitled *Make a Difference* and a facilitator's guide. It also includes a book called *A Guide to Careers in the Environment Sector.* The resources in this kit provide an excellent source of information on a wide range of careers related to the environment.

The video profiles several people who are working in the environmental field. This offers students information on the tasks involved with each job.

The CD-ROM allows students to match their skills and interests to a particular career in the area. The production values are high in quality, and the resource is available free of charge.
**Suggested Use:** Career Research
**Other Use:** Forestry Studies; Wildlife Management

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Employability Skills; Work Study Preparation; Teacher Reference
**Other Use:** All PAA Curricula

**Exercise Your Options** (Video). Woodlawn Communications Inc. **(MGR)**, 1996. 12 min. Dup. order no. V6611.

This program informs and encourages teenage girls about career opportunities in the capital markets and the many options that become available to them if they remain in the maths and sciences. Girls are inspired to believe in their own abilities to succeed in maths and sciences and to see the benefits in these areas of study.
**Suggested Use:** Career Research
**Other Use:** Career Guidance: Grades 6 to 9; Mathematics: Grades 6 to 9; Mathematics 10, 20; Mathematics: A30, B30, C30; Science: Grades 6 to 9; Science 10; Science: Secondary Level

**Exploring Careers: What's Right for You?** (Video). Sunburst Communications (SUN), 1997. 35 min. Order no. 2650-03 ($139.95).

This resource uses the Holland Hexagon to help students identify their personality types and discover careers that draw on their strengths. The video features a variety of careers that match personality types with an emphasis on those with the greatest job potential in the 21st century. Viewers learn that choosing a career is an important process, and because most people will change jobs many times, it is also a lifelong process.
**Suggested Use:** Career Research; Employability Skills
**Other Use:** Career Guidance: Grades 6 to 9; Life Transitions

**Exploring the World of Work: An Interactive Career Planner** (CD-ROM). Glencoe/McGraw Hill (MHR), n.d. ISBN 0-02-675302-2 ($73.05).

Although this is an American-based interactive CD, much of the general information on employability skills may still be suitable for Canadian schools. Contained on the CD are career articles and classroom activities, guides and tips, a résumé maker and a career planner. Students can analyze their interests and abilities and develop their own personalized career plan and résumé. There is even a career trends and facts game.
**Suggested Use:** General

**Find a Job: An Employment Portfolio Workbook Designed to Teach You Job Search Skills** (Print-Non-Fiction). Harp, Rodger. (Skills for Life Series). UTP Guidance Centre (GUC), 1998. 39 p. ISBN 0-7713-0465-X ($2.75 booklet).

(CAN) In workbook format, this brief guide is designed to introduce students to job search skills. Each of the nine sections addresses one aspect of job search. Some of the topics covered include self assessment, résumé writing, letters of application, interviews, employment standards, first day on the job, and solving problems on the job. The straightforward format will appeal to students. This booklet includes a table of contents.
**Suggested Use:** Employability Skills; Job Search Skills

**The Future Is Wide Open: Take a Closer Look at Auto Repair and Service** (Kit). Canadian Automotive Repair and Service Council (CARS), 2001. No order number is required. ($41.50).

(CAN) This kit contains a number of

resources.

A booklet, *Industry Presentation Guide*, suggests methods of presenting information about the industry to various audiences.

A poster illustrates four different jobs in the industry. An *educator's guide*, provides teachers with suggestions for practical activities to get students involved in selected aspects of the industry.

A 127-page coil bound book, *Reference Guide to Career Opportunities*, profiles real-life workers in the industry and provides relevant information about their jobs. It also offers a list of colleges from across Canada.

A CD, *The Future Is Wide Open*, offers additional information about career planning and opportunities and provides a number of links to related Internet sites.

This kit was sent to all high schools in the fall of 2002.
**Suggested Use:** Career Research
**Other Use:** Autobody; Mechanical and Automotive

**The Get Real Game: Facilitator's Kit** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW), 2001. Order no. GRG 1010 ($220.00 kit).

(CAN) This role-playing game is very similar to *The Be Real Game*, except that it concentrates on the skills and knowledge that senior high school students will need. In this game, students are able to explore the five major gateways to their goals: post-secondary education, volunteer work, employment, internship/apprenticeship and self-employment/entrepreneurship. As they proceed through the game, students will learn how to budget their time, research career options, refine their goals, plan courses of action and present themselves well in interviews. This is an excellent teaching and learning tool.
**Suggested Use:** Career Research; Employability Skills; Job Search Skills; Survey Course - Secondary Level

**Getting Started: How to Run a Career Fair** (Print-Non-Fiction). Canada Career Consortium (CCCM), n.d. 22 p. ISBN 1-895813-72-7 ($FREE booklet).

(CAN) This is a practical hands-on guide to planning Canada Career Week events. Information is provided on how to organize career fairs, attract media attention and secure sponsors. Examples of past successful events are included.
**Suggested Use:** Career Research; Teacher Reference

**Great Jobs/Solid Futures** (Kit). Canadian Equipment Industry Training Committee (CEIT), 2000. No order number is required. ($FREE kit).

(CAN) Although this kit is fairly specialized in its focus on careers in the heavy equipment field, it can give students a greater understanding of the wide variety of careers that are available to them. It also stresses the skills that are needed to work in Canada's heavy equipment industry. The kit includes a CD-ROM, a video, fact sheets and brochures.

There is also an interactive website connected to this resource at www.solidfutures.org.
**Suggested Use:** Career Research
**Other Use:** Mechanical and Automotive

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Job Search Skills; Labour Standards; Safety; Work Study

**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and pertinent services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Job Search Skills; Labour Standards; Safety; Work Study; Teacher Reference
**Other Use**: All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Research; Work Study Preparation
**Other Use:** All PAA Curricula

**Horizons 2000+: Career Studies** (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited (MHR), 2000. 275 p. ISBN 0-07-087411-5 ($31.95 hdc.).

(CAN) Whereas *Expanding Your Horizons* is aimed at the Secondary Level, this resource can also be used at the Middle Level. The authors have put together a very effective resource that combines an excellent layout with the essential information. Major topics include portfolios, discovering your strengths and pathways and working in and experiencing the community. Colour photographs and drawings, charts, chapter objectives, activities and review all add to the book's appeal. An index and a glossary are included.

The first edition of this book was previously published under the title of *Exploring Your Horizons: Career and Personal Planning.*
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**I Want Your Job Series** (Video). Open Learning Agency (MAG), 1998.

Recommended titles in this series include the following:

| | |
|---|---|
| *Applying Your Skills*<br>(Order no. 679-31-132 | $65.00 |
| *Creating Your Own Job*<br>(Order no. 679-31-135 | $65.00 |
| *Finding Your Passion*<br>(Order no. 679-31-131 | $65.00 |
| *Getting Your Foot in the Door*<br>(Order no. 679-31-133 | $65.00 |
| *Set of 4 Videos*<br>(Order no. T19-31-082) | $245.00. |

(CAN) Using exciting and fast-paced vignettes, this excellent Canadian production profiles several young people who have defined their own career paths. From mountain bike engineers and webmasters to plumbers and hair stylists, each of the young workers offers a glimpse into his or her work environment. Viewers learn what they do, how they got there and what opportunities exist in their fields of work. The series offers

practical and specific information about beginning a career path.
**Suggested Use:** Career Research

**Job Search Handbook** (Print-Non-Fiction). Sask. Learning-Career Services Unit (SEK), 2000. 76 p. No order number is required. ($FREE pbk.).

(SK) This free publication is produced periodically by Saskatchewan Learning. Using a very practical approach, the handbook offers advice on résumés, job search strategies, the interview process, employment equity, employee rights and answers to common concerns. Sample résumés and covering letters are included, as are checklists for interviews and contacts for additional information.
**Suggested Use:** Job Search Skills; Labour Standards

**Job Search Strategies. Rev. ed.** (Video). Learning Seed Company (MCI), 2000. *23 min. Order no. 200119 ($119.00).*

Everyone from recent high school graduates to downsized executives is the target audience for this video. The key information presented deals with the techniques to acquire a job whether you are new to the work force or re-entering it. It profiles ways to use online databases to help in the job search.
**Suggested Use:** Job Search Skills

**Jobs With a Future: Careers in the Automotive Industry** (Kit). Automotive Parts Manufacturers' Association (APMA), 1999. No order number is required. ($FREE kit).

(CAN) Included in this kit are a CD-ROM, a video and supporting print material.

The short video uses music video techniques to appeal to high school students as they think about what path to follow for their careers. The examples that are used in the video are from the automotive industry, but the principles of how to choose a career path are universal in application. This is an excellent video that will generate much discussion around choosing a career path. The CD-ROM entitled *Making It* allows students to examine various automotive careers in depth.
**Suggested Use:** Career Research
**Other Use:** Mechanical and Automotive

**Journal of Aboriginal Economic Development** (Periodical). Captus Press (CPYU). Published twice a year - ISBN 1481-9112 ($60.00). Internet subscription - ISBN 1481-9120 ($39.00).

(CAN, I/M) The articles in this journal explore the issues and practices in the field of economic development and aboriginal peoples' communities. The topics range from early research and development in planning to best practices in business. Other issues covered discuss the creation of a legal land system that supports economic development, recruitment and books in the field. The resource aids in dispelling many of the stereotypes in this area as it provides a realistic portrayal of the existing businesses, their successes as well as issues and concerns with aboriginal economies. The journal articles are easy to read and of interest to both students and teachers.
**Suggested Use:** General
**Other Use:** Entrepreneurship

**Lifechoices Series** (Print-Non-Fiction). Please refer to the title: *Careers.*

**The Missing Link: The Software Career Mystery Kit** (CD-ROM). Software Human Resource Council (Canada) Inc. (SFW), n.d. ($FREE).

(CAN) The *Missing Link* is a game that will give students some insight into career opportunities that exist in the software industry. While playing the game, students will also learn about the skills that are needed and the software applications that lead to careers.
**Suggested Use:** Career Research
**Other Use:** Computer Science; Communication Production Technology;

Information Processing; Photographics/ Graphic Arts

**Money Smarts Learning Resource** (Print-Non-Fiction). Saskatchewan Women's Secretariat (SKG), 2000. No order number is required. ($FREE set).

(CAN) The materials in this package are designed to educate and inspire young women to take control of their financial future through careful planning and decision making. They are also useful tools for young men, as the economic status of young women directly affects them as well.

The package includes *Money Smarts Learning Resource*. This material provides a series of practical case studies and questions for group discussions.

It also contains a student booklet, *Control Your Financial Future*, which provides facts about women's particular financial concerns.

These materials were distributed to each high school in the spring of 2000, but more copies can be obtained from Saskatchewan Learning's Curriculum and Instruction Branch.
**Suggested Use:** Employability Skills
**Other Use:** Life Transitions

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study Preparation
**Other Use:** All PAA Curricula

**NetEffect Series** (Print-Non-Fiction). Please refer to the title: *Your Attitude Is Showing: A Primer of Human Relations*.

**Pathways Complete Program** (Print-Non-Fiction). Freeman, J and Hutchinson, N. Nelson Thomson Learning (NEL), 1994. ISBN 0-17-604550-3 ($150.00 set).

(CAN) This series is designed to assist students in making the transition from school to adult life. The purpose is to enhance the employability of youth. The program consists of five modules designed to be used independently or together as a comprehensive program of career education. The themes covered include career awareness, employment writing skills, job interviews, problem solving and anger management. This workbook series provides excellent examples of self-motivational instruction with a great deal of hands-on activities. The *Program Overview* presents additional background information as well as suggestions for various teaching strategies and evaluation techniques. Each book includes a table of contents.

The titles in this series include the following:

*Program Overview*
*Anger Management on the Job*
*Knowing About Yourself, Knowing About Careers*
*Solving Problems on the Job*
*Succeeding With the Interview*
*Succeeding With the Résumé and the Application*.
**Suggested Use:** Career Research; Employability Skills
**Other Use:** Life Transitions

**Planning Series** (Print-Non-Fiction). Please refer to the title: *The Career Planner: Choosing an Occupation*.

**Playing the Game: How to Find Work Without Losing Your Mind** (Video). Open Learning Agency (OpLA), 1998. 26 min. No order number is required. ($34.95).

(CAN) Finding work is not always easy or fun, but this video provides information that should help make the search easier. The video gives an overview of the looking-for-work process including the future of work, the mental game of a work search, how to find work you like, gaining experience through volunteering, networking, the do's and don'ts of the résumé and interview, and how to deal with rejection.
**Suggested Use:** Career Research; Job Search Skills
**Other Use:** Life Transitions

**The Portfolio Resume Series** (Video). Cambridge Educational (MCI), 2000. 30 min.

Recommended titles in this series include the following:

| | |
|---|---|
| *Defining and Developing Your Portfolio*<br>Order no. 010212 | $119.00 |
| *Using and Maintaining Your Portfolio*<br>Order no. 010213 | $119.00. |
| Set of 2 Videos | $219.00. |

In this two-part video series the viewer will learn about the various components of a career portfolio. These include goals and values, the résumé, work samples, letters of recommendation, awards and references. While the presentation is not the most dynamic, the information is of value.
**Suggested Use:** Job Search Skills

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provides more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teacher's Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Labour Standards; Safety; WHMIS; Work Study Preparation
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**The Real Game. Rev. ed.** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW ), 1999. Order no. RG 1010 ($185.00 kit).

(CAN) This role-playing game is a career-exploration program that brings real life into the classroom. Students can actually "try on" careers and see if the careers suit their skills and interests. In addition, students are challenged to manage their desired lifestyle within the limits of the career they are assuming. This is an excellent teaching and learning tool to use at the Middle Level.
**Suggested Use:** Career Research; Survey Course - Middle Level

**The Real Game Series** (Kit). Please refer to the titles: *The Be Real Game Facilitator's Kit*

*High School Edition Grades 9/10*, *The Get Real Game: Facilitator's Kit*, *The Real Game* and *Real Times, Real Life: Facilitator's Kit.*

**Real Times, Real Life: Facilitator's Kit. Adult ed.** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW), 1997. Order no. RT 1010 ($185.00 kit).

(CAN) Although it is aimed at adults who have finished Grade 12, much of this kit has application to high school students. The emphasis of this resource is on helping young people to deal with the problems encountered when making the transition from school to work and into a fulfilling career. The role-playing activities allow them to gain an increased knowledge of their assets and transferable skills. This in turn allows the participants to understand the immediate work and educational options available to them. With this knowledge, young people are better equipped to position themselves for their preferred long-term life and work goals. The changing world of work, the pink slip, personal exploration, and me and my job are just a few of the topics addressed in the kit.
**Suggested Use:** Career Research; Employability Skills; Job Search Skills

**Realm: Creating Work You Want** (Periodical). Hendricks, Elisa, ed. Yes Canada-BC Publishing Division (YES). Published quarterly - No order number is required. ($9.99).

(CAN) Using short articles, great colour and attractive graphics, this journal will certainly appeal to students. The topics are for and about high school students and cover a wide variety of subjects. Sample topics of articles include a discussion on free trade and what it means to the young entrepreneur, tales of surviving oppressive job situations, enviro-entrepreneurs and opportunities in the tourism industry. Each edition features many websites of interest.

An online version is available at http://www.realm.net.

This periodical is also available in French.

**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Rewarding Employment: How to Get a Really Good Job** (Video). Visual Education Centre (VEC), 1995. 18 min. Order no. 47181 ($140.00).

In a very up-beat presentation, students are given tips on successful job hunting. These tips include making sure you have support from home, keeping your life in balance, doing research on the company you are interested in, thinking about what you will say at the interview, thinking about your questions, relaxing, and follow-up suggestions. Role-playing situations are presented.
**Suggested Use:** Job Search Skills
**Other Use:** Life Transitions

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**School to Work: Essential Skills** (Video). Sunburst Communications (SUN), 1998. 37 min. Order no. 2589-03 ($109.95).

This program is designed to give young people an overview of the basic skills and personal qualities required in the workplace. Part I covers the personal qualities that employers are looking for, and Part II deals with the basic skills needed in the workplace. These skills may appear to be obvious, but students will see the application of what they learn in math and English classes. Part III looks at the thinking skills that workers use on the job including creative thinking, visualization, decision making, problem solving and reasoning.
A teacher's guide accompanies the video.
**Suggested Use:** Employability Skills
**Other Use:** Life Transitions

**School to Work: Workplace Basics** (Video). Sunburst Communications (SUN), 1998. 34 min. Order no. 2856-03 ($109.95).

This video will give students an understanding of the vital ways in which school prepares them for success in the world of work. The main competencies that are stressed include the concept of systems, how the system is kept running through managing resources, and the importance of interpersonal skills.

A teacher's guide accompanies the video.
**Suggested Use:** Employability Skills
**Other Use:** Life Transitions

**Seeking and Maintaining Employment: An Activity-Based Teaching Unit for Developing the Essential Knowledge, Skills, and Attitudes** (Print-Non-Fiction). Horne, Joyce, Johnston, Wendy and MacFarlane, Carole. Vancouver School Board (VSB), 1995. 105 p. ISBN 1-55031-450-5 ($29.96 binder).

(CAN) Although this resource has been written for students in British Columbia, there are sections that are applicable to Saskatchewan. It is a very practical resource that offers suggestions for hands-on activities. Some of the areas covered include portfolios, job search skills, résumés, interviews and job advancement. The information concerning labour standards will need to be supplemented with Saskatchewan data.
**Suggested Use:** Employability Skills; Job Search Skills; Survey Course - Secondary Level

**Self-Discipline: Using Portfolios to Help Students Develop Self-Awareness, Manage Emotions and Build Relationships** (Print-Non-Fiction). Kerr, Rob. Pembroke Publishers Limited (PPL), 1999. 120 p. ISBN 1-555138-104-4 ($18.95 pbk.).

(CAN) This resource offers several excellent exercises where students encounter real-life situations. The first chapter provides background on using portfolios in these situations and then deals with self-awareness, managing emotions, building relationships and proof of growth. The layout is very teacher friendly as each exercise is on a two-page spread and is concise in its makeup. An index is included.
**Suggested Use:** Employability Skills
**Other Use:** Life Transitions

**Sell Yourself: Successful Job Interviewing. Rev. ed.** (Video). McIntyre Media Limited (MCI), 1999. 22 min. Order no. 200118 ($119.00).

In this educational video, background information is given about the interview process and what to avoid during an interview. The emphasis of the program is on how to communicate successfullly in an interview.
**Suggested Use:** Employability Skills; Job Search Skills

**Skills for Life Series** (Print-Non-Fiction). Please refer to the title: *Find a Job: An Employment Portfolio Workbook Designed to Teach You Job Search Skills.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www.15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Research; Work Study Preparation; Teacher Reference

**Other Use:** All PAA Curricula

**Student Workshop: Communication - The #1 Job Skill** (Video). Sunburst Communications (SUN), 1999. 24 min. Order no. 0728-03 ($149.95).

What is often taken for granted, the ability to communicate successfully, is given very effective coverage in this video. The focus is on verbal communication and on those forms of communication that project an employee's attitude. The video provides basic information and hands-on practice to help prepare students for the workplace. The correct and incorrect ways of communicating with co-workers and the public are pointed out in on-the-job scenarios.
**Suggested Use:** Employability Skills
**Other Use:** Information Processing

**Student Workshop: Job Interview Skills** (Video). Sunburst Communications (SUN), 1993. 30 min. Order no. 2434 ($189.00).

This program is a practical introduction to the techniques and strategies that comprise a successful job interview. In a workshop format, students practise these skills. They learn that being prepared is the key to a successful interview. They are given the opportunity to listen to advice from a real-life job interviewer.
**Suggested Use:** Job Search Skills

**StudentCounsellor** (Website). StudentCounsellor.com (SRM), 2002. Available by subscription: http://www.StudentCounsellor.com [Checked for availability, 2003, February 7]. ($795.00 for schools over 400 students and $595.00 for schools under 400 students).

(CAN) This is an online career and academic planning service that allows students to determine and improve their likelihood of gaining acceptance to universities, colleges and technical schools in Canada. The program can be used to explore alternative career paths and post-secondary institutions. Over 15 000 education programs can be accessed via *StudentCounsellor* and information on 1 200 careers is also provided. The site can be personalized to match a student's grade point average and credits to suitable programs. An annual subscription gives unlimited access at school or home.

At the website http://www.studentcounsellor.com/, an introduction to the site is available.
**Suggested Use:** Career Research

**Succeeding in the World of Work. 6th ed.** (Print-Non-Fiction). Kimbrell, Grady and Vineyard, Ben S. Glencoe/McGraw Hill (MHR), 1998. 555 p. ISBN 0-02-814219-5 ($91.95 hdc.).

This general resource provides introductory information to most areas of career and work exploration. Although it is American in content, some of the areas such as self-assessment, exploring careers, finding a job, job skills and life skills can be applied to the Canadian situation as well. Areas that deal with topics such as occupational health and safety, labour standards and taxes would have to be supplemented by Canadian information. The book is very well laid out with colour photographs, lists of chapter objectives, summaries and questions for further investigation. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Success... in Entering the Workplace: Essential Competencies for Career Transitions** (Print-Non-Fiction). Moody, Mary and Standeven, Lisa. Concept Inc. (COE), 1997. ISBN 1-894098-00-5 ($135.00 Module 1 binder). ISBN 1-894098-04-8 ($53.95 Modules 2 and 3 binder).

(CAN) Divided into five modules, this resource examines job preparation, job maintenance and personal safety. Planning and proactivity projects are also included. This comprehensive package is aimed at developing core career competencies. These include the knowledge, skills, concepts attitudes and behaviours deemed necessary to be successful in acquiring and maintaining a job. The modules have been designed in Alberta with the requirements of individuals with learning difficulties in mind. Teachers within Saskatchewan will be able to use portions of the resource to support certain aspects of the curriculum.

At the time of printing, Modules One, Two and Three had been completed.
**Suggested Use:** General; Teacher Reference

**10 Golden Rules for the Workplace** (Video). Irene M. Ward & Associates (PDA), 1998. 25 min. Order no. TGR719 ($195.00 U.S.).

This video profiles the basic traits of good work habits. While many of the examples may appear to be too obvious, it is sometimes the obvious that needs to be restated. The use of humour and animation enhance the program's delivery.
**Suggested Use:** Employability Skills
**Other Use:** Life Transitions

**Tourism: A World of Opportunity: An Interactive Guide to Tourism Careers** (CD-ROM). Canadian Tourism Human Resource Council (STEC), 1997. ISBN 1-55247-021-0 ($25.00).

(CAN) This interactive CD allows students to explore the career opportunities that exist within the tourism industry. The eight sectors of the industry are explored as are the four stages of work in the industry–front line, supervisory, management and executive. Career information is provided through the use of readable text and video interviews. A list of schools that offer tourism-related courses is provided, and the CD ends with a questionnaire that helps students to determine whether a career in tourism is right for them.
**Suggested Use:** Career Research
**Other Use:** Tourism, Hospitality, and Entrepreneurship

**Trade Up!: Careers in Construction** (CD-ROM). Alberta Home Builders' Association (AHBA), n.d. ISBN 0-9687567-0-0 ($25.00).

(CAN) Although this CD was developed for use in Alberta, it has some value for students in Saskatchewan. The virtual construction site allows students to see various stages of residential, commercial, industrial and road building projects. The career component outlines the skills required, a general job description and the salary range for 23 careers in construction. With each career, there is a mini-screen showing video of people talking about their jobs in the construction field. The CD offers a challenge where students, in order to build a house, have to hire the appropriate construction workers to complete each stage of the process.
**Suggested Use:** Career Research
**Other Use:** Construction and Carpentry

**Trouble at Work** (Video). Sunburst Communications (SUN), 1998. 24 min. Order no. 2788-03 ($129.95).

This video goes beyond the normal focus of examining the required work skills of arriving on time, obeying rules and dressing properly. Instead, the emphasis is on what to do when things at work go wrong. Issues such as coping with unethical behaviour by the manager, being passed over for promotion, taking criticism, and handling office politics are discussed.

A teacher's guide accompanies the video.
**Suggested Use:** Employability Skills
**Other Use:** Life Transitions

**TypeFocus** (Website). TypeFocus Internet Inc. (TYF), 2001. Available by subscription: http://www.typefocus.com [Checked for availability, 2003, February 7]. ($495.00 per year).

(CAN) While some of the other Internet subscription sites emphasize career and educational choices, this program stresses the need to discover your employability skills as an essential tool to career planning. Once as an essential tool to career planning. Once users identify their personality types, the system uses this information to assist with the career selection module. Six reports can be generated to form a holistic approach to self-awareness and career success. These reports help users to identify learning style strengths, careers that fit their personalities, ways to improve chances of getting a job and ways to improve their relationships with other people.

At http://typefocus.com/s_educational.html, more information is available.
**Suggested Use:** Career Research; Employability Skills

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Web Resumes** (Video). McIntyre Media Limited (MCI) 1999. 20 min. Order no. 010185 ($119.00).

While the information in this video is aimed more at the established worker, there are some interesting elements that are applicable to the classroom. The emphasis is on résumé alternatives and how to utilize the non-traditional formats to the best advantage. By using the Internet to develop and use creative, target and re-entry résumés, students will be able to acquire additional skills for the job search.
**Suggested Use:** Job Search Skills

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**What Color Is Your Parachute?: A Practical Manual for Job-Hunters & Career-Changers. 2003 ed.** (Print-Non-Fiction). Bolles, Richard Nelson. Ten Speed Press (CDS), 2003. 411 p. ISBN 1-58008-460-5 ($26.95 pbk.).

This annual publication provides sound, detailed advice to those who are job hunting, planning a career change or just needing to do some self-assessment. The book is humourous, useful and one of the best self-help career guides available today. Charts, checklists, cartoons and black-and-white ink sketches add to the detailed text. Major topics covered include job-hunting, changing careers and securing and conducting an interview successfully. Included are a table of contents and an index.
**Suggested Use:** Employability Skills; Job Search Skills
**Other Use:** Life Transitions

**What to Study?: Your 2000-2001 Guide to Saskatchewan's Post-Secondary Education and Skills Training Programs** (Print-Non-Fiction). Career Services, Saskatchewan Learning (CSL), 2001. 80 p. No order number is required. ($FREE pbk.).

(SK) This publication from Career Services is updated and distributed periodically to schools in Saskatchewan. Not only does it list occupations and where to study for them in Saskatchewan, but valuable background information is also provided on employment services, the institutions that offer the programs and SaskNetWork. Admission requirements and costs are also discussed.

Educators should check with Career Services for information regarding the most recent publication.
**Suggested Use:** Career Research

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes

and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** WHMIS
**Other Use:** All PAA Curricula

**WHMIS CBT Suite** (CD-ROM). KnowledgeWare Communications Corp. (KWC), 2002. Single licence - No order number is required. ($895.00).

(CAN) This complex package includes a set of six integrated software programs that provides comprehensive education in the elements of Workplace Hazardous Materials Information System (WHMIS). While the package is geared towards the workplace, teachers and students (with teacher guidance) will find it very useful. Within the program, there are self-paced tutorials, glossaries, progress charts and automatic scoring of annual refresher quizzes.

The accompanying manual is well laid out and easy to follow.
**Suggested Use:** WHMIS; Teacher Reference

**Within Reach: A Career Development Resource for Parents of Children With Developmental Disabilities** (Print-Non-Fiction). Handcock, Helen and Redekopp, Dave E. Alberta Association for Community Living (AACL), 1997. 43 p. No order number is required. ($10.00 pbk.).

(CAN) Although this resource is aimed primarily at parents, the approach that is used is helpful in the classroom as well. In order to assist parents with career development, this resource follows the "high five" theory. Separate chapters look at each of the theory's components: change is constant, follow your heart, keep on learning, focus on the journey and access your allies. These ideas can be used with all students who are learning about career development.
**Suggested Use:** Career Research; Teacher Reference

**Work Search Series** (Video). Please refer to the titles: *Work Search: Solving the Puzzle, Work Search: The First Steps* and *Work Search: Transitions.*

**Work Search: Solving the Puzzle** (Video). (Work Search Series). British Columbia Ministry of Education **(MGR)**, 1996. 22 min. Dup. order no. V6842. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

(CAN) This program provides information on specific work search techniques as well as general information that would be useful for all job hunters.

The program guide contains skills check lists, tips for writing résumés and filling out application forms, examples of résumés and information on types of interviews.
**Suggested Use:** Career Research; Employability Skills
**Other Use:** Career Guidance: Grades 6 to 9

**Work Search: The First Steps** (Video). (Work Search Series). British Columbia Ministry of Education **(MGR)**, 1996. 27 min. Dup. order no. V6840. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

(CAN) This program is specifically for young people entering the job market. It shows the challenges young people face in looking for work and the first steps to overcoming barriers and developing work search skills.

The useful guide contains a short self-assessment to take before watching the program, work search tips, steps to employment checklists, and work search skills and concepts.
**Suggested Use:** Career Research; Employability Skills
**Other Use:** Career Guidance: Grades 6 to 9

**Work Search: Transitions** (Video). (Work Search Series). British Columbia Ministry of Education **(MGR)**, 1996. 28 min. Dup. order no. V6841. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

(CAN) Looking for work can be one of the most difficult things that people have to do. This program looks at the challenges of being unemployed and looking for work. It shows effective approaches to making transitions and improving work search skills.
The useful guide contains a short self-assessment to take before watching the program, work search tips, steps to employment checklists, and work search skills and concepts.
**Suggested Use:** Career Research; Employability Skills
**Other Use:** Career Guidance: Grades 6 to 9

**WORKmatters Series** (Print-Non-Fiction). Contemporary Books (MHR), 1997. Order numbers follow (coil-bound).

Recommend titles in this series include following:

| | |
|---|---|
| *Career Exploration*<br>ISBN 0-8092-0886-5 | $67.95 |
| *Human Relations on the Job*<br>ISBN 0-8092-0824-5 | $73.95 |
| *Job Search*<br>ISBN 0-8092-0882-2 | $73.95 |
| *Personal Resources*<br>ISBN 0-8092-0826-1 | $73.95 |
| *Workplace Skills*<br>ISBN 0-8092-0884-9 | $67.95. |

The goal of this American series is to help people develop the skills, habits and self-knowledge they need to succeed in the workplace. Each of the short books contains background information and teaching ideas to use in the classroom. The activities and some of the information will have to be adapted to the Canadian situation. The entire series supports most of the modules within the course.
**Suggested Use:** General; Survey Course - Secondary Level; Teacher Reference

**Workstyle Alternatives: Youth in the New Economy** (Video). McIntyre Media Limited **(MGR)**, 1999. 30 min. Dup. order no. V790.

The workplace is rapidly changing in the global economy, and this video helps students to adapt to these new realities as they enter the workforce. This entertaining production uses real people to cover areas such as self-assessment, organizational skills, positive attitudes and career goals.
**Suggested Use:** Employability Skills
**Other Use**: Life Transitions

**Your Attitude Is Showing: A Primer of Human Relations. 10th ed.** (Print-Non-Fiction). O'Neil, Sharon Lund and Chapman, Elwood N. (NetEffect Series). Prentice Hall Inc. (PRN), 2002. 242 p. ISBN 0-13-022507-X ($23.96 pbk.).

This book discusses the role that attitude plays in the world of work. It looks at interpersonal relationships and outlines positive and negative implications of specific actions. Case studies with discussion questions and answers are provided. The book tackles difficult ethical questions and value conflicts, and counteracts role stereotyping. Included are a table of contents and an index.
**Suggested Use**: Employability Skills; Teacher Reference
**Other Use:** Information Processing; Life Transitions

**Your First Resume and Interview** (Video). Meridian Education Corporation (MCI), 1999. 17 min. Order no. 700367 ($139.00).

In this video, the three styles of résumés–chronological, skills and combination are discussed. Students are also able to determine which type is best suited to their needs. In addition to the information about résumés, there is practical advice on what to put into a first résumé when students have little work experience. Another element of the video focuses on preparing and conducting oneself at an interview.
**Suggested Use:** Job Search Skills

**Your First Resume: For Students and Anyone Preparing to Enter Today's Job Market. 5th ed.** (Print-Non-Fiction). Fry, Ron. Career Press, Inc. (CDS), 2001. 188 p. ISBN 1-56414-583-2 ($18.95 pbk.).

Writing one's first résumé is an important career step. This resource guides the reader through all the essential preparations needed to create a winning résumé. These include goal-setting, networking, interviewing and accepting your first job offer. Several examples of cover letters and résumés are included. Bold headings and sub-headings make this an easy book to follow. Included are a table of contents and an index.
**Suggested Use:** Job Search Skills
**Other Use:** Life Transitions

**Youth Link** (Print-Non-Fiction). Human Resources Development Canada (HMR), n.d. No order number is required. ($FREE pbk.).

(CAN) Within this annual publication, Human Resources Development Canada has provided students with a one-stop shopping guide to career information. Over 230 programs, services and resources are listed in the publication. This wealth of information will be useful to students as they make the transition from school to work. There are listings of awards and bursaries, job search tools, work experience opportunities and career information tools. Each program or resource has a brief description that also contains the essential contact information. An Internet index and a subject index are included.

At http://www.youth.gc.ca., an Internet version is available.
**Suggested Use:** Career Research

**Youth Outlooks Kit. National ed.** (Kit). Human Resources Development Canada (HMR), n.d. No order number is required. ($FREE kit).

(CAN) This collection of resources includes a video, five booklets, four wall charts and a facilitator's guide. The information is aimed at raising young people's awareness about the labour market and how to integrate this information into a career-planning process. The booklets offer employment facts and figures that pertain to the career choices and work prospects for five levels of education. The video presents several dynamic interviews with young people in various jobs. This provides students with a real-world perspective on the work place.

This kit is an integral part of the Job Futures Program and is available free from Human Resources Development Canada.
The website at www.jobfutures.ca provides a great deal of additional information.
**Suggested Use:** Career Research; Employability Skills; Job Search Skills

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Expanding Your Horizons: Career Development Guide. 2nd ed.** (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited, 1999. 304 p.

(CAN) The purpose of this resource is to give students the knowledge, skills and attitudes needed to succeed in the workplace. The text enables students to examine themselves and their environment critically and helps them to make informed decisions about their future careers. Through case studies, journal entries and integrated activities, students are given the opportunity to learn about the workplace and to challenge current practices there. The book consists of four main parts: "Planning Your Career," "Your Career Skills," "Quality of Work Life" and "Exploring the Workplace." The make-the-connections activities are designed to integrate school and workplace. Both teachers and students will find this a useful resource. A table of contents, a glossary and an index are included.

The teacher's guide offers teaching suggestions to support the activities, journal entries and case studies in the text. It also includes information on teaching strategies and evaluation methods.
**Suggested Use:** General; Survey Course - Secondary Level

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Work Study Preparation; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Career and Work Exploration. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

These and other career and work exploration resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**The Be Real Game Facilitator's Kit - High School Edition Grades 9/10** (Kit). (The Real Game Series). The Real Game Inc. (NLW), 2000. Order no. BRG1010 ($220.00 kit).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Career Gateways: Career Planning in a Changing World** (CD-ROM). Gray, Allan, et al. CES Career Education Society (CEY), 2001. ISBN 0-9682189-4-6 ($15.00).

**Career Studies 10** (Print-Non-Fiction). Wallace, Lee. Nelson Thomson Learning (NEL), 2000. 246 p. ISBN 0-17-620136-X ($31.95 hdc.). NEL - Teacher's Resource (includes 2 CD-ROMs) - ISBN 0-17-620137-8 ($180.00 binder).

**Careers 10** (Print-Non-Fiction). Campbell, Judith and Hoey, Kelly. Prentice Hall Inc. (PRN), 2000. 237 p. ISBN 0-13-031505-2 ($28.50 hdc.).

**Employability Skills Portfolio** (Print-Non-Fiction). Abram, Mike, Nuttley, Kathy and Shaw, Graham P. UTP Guidance Centre (GUC), 1994. ISBN 0-778-40057-3 ($4.50 set).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**The Get Real Game: Facilitator's Kit** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW), 2001. Order no. GRG 1010 ($220.00 kit).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Horizons 2000+: Career Studies** (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited (MHR), 2000. 275 p. ISBN 0-07-087411-5 ($31.95 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

**The Real Game. Rev. ed.** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW ), 1999. Order no. RG 1010 ($185.00 kit).

**Your Attitude Is Showing: A Primer of Human Relations. 10th ed.** (Print-Non-Fiction). O'Neil, Sharon Lund and Chapman, Elwood N. (NetEffect Series). Prentice Hall Inc. (PRN), 2002. 242 p. ISBN 0-13-022507-X ($23.96 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Career Options for Women Series** (Video). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Automotive* | Dup. order no. V6843 |
| *Aviation* | Dup. order no. V6844 |
| *Construction* | Dup. order no. V6845 |
| *Culinary* | Dup. order no. V6846 |
| *Engineering* | Dup. order no. V6847 |
| *Entertainment* | Dup. order no. V6848 |
| *Information Technology* | Dup. order no. V6849 |
| *Manufacturing* | Dup. order no. V6850 |
| *Medical/Health* | Dup. order no. V6851 |
| *Military: Canadian Forces* | Dup. order no. V6852 |
| *Protective Services* | Dup. order no. V6853 |
| *Rescue* | Dup. order no. V6854 |
| *Utilities* | Dup. order no. V6855. |

**Career Options for Women II Series** (Video). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

Recommended titles in this series include the following:

| | |
|---|---|
| *Agriculture* | Dup. order no. V712 |
| *Canadian Forces* | Dup. order no. V713 |
| *E-commerce* | Dup. order no. V714 |
| *Entrepreneurship* | Dup. order no. V715 |
| *Film Production* | Dup. order no. V716 |
| *Forestry* | Dup. order no. V717 |
| *Marine Transportation* | Dup. order no. V718 |
| *Mining* | Dup. order no. V719 |
| *Oil and Gas Technology* | Dup. order no. V720 |
| *Robotics and Automotive* | Dup. order no. V721 |
| *Telecommunications* | Dup. order no. V722 |
| *Video Games* | Dup. order no. V723 |
| *Wood Products* | Dup. order no. V724. |

**Career Options for Women III Series** (Video). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G1137 ($7.84 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Adventure Tourism* | Dup. order no. V1149 |
| *Aquaculture* | Dup. order no. V1137 |
| *Biotechnology* | Dup. order no. V1138 |
| *Canadian Forces 1* | Dup. order no. V1139 |
| *Canadian Forces 2* | Dup. order no. V1147 |
| *Finance and Investment* | Dup. order no. V1140 |
| *Gaming* | Dup. order no. V1141 |
| *Heavy Equipment* | Dup. order no. V1142 |
| *Music* | Dup. order no. V1143 |
| *Railway* | Dup. order no. V1144 |
| *Rubber* | Dup. order no. V1145 |
| *Steel* | Dup. order no. V1146 |

*Textiles* Dup. order no. V1147.

**Discovering Our Potential: Women in Engineering: An Inspiring Look at Non-Traditional Careers for Women** (Video). Streetwise Productions **(MGR)**, 1997. 17 min. Dup. order no. V4905.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Exercise Your Options** (Video). Woodlawn Communications Inc. **(MGR)**, 1996. 12 min. Dup. order no. V6611.

**Work Search: Solving the Puzzle** (Video). (Work Search Series). British Columbia Ministry of Education **(MGR)**, 1996. 22 min. Dup. order no. V6842. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

**Work Search: The First Steps** (Video). (Work Search Series). British Columbia Ministry of Education **(MGR)**, 1996. 27 min. Dup. order no. V6840. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

**Work Search: Transitions** (Video). (Work Search Series). British Columbia Ministry of Education **(MGR)**, 1996. 28 min. Dup. order no. V6841. Teacher's Guide for series - Order no. G6840 ($17.70 pbk.).

**Workstyle Alternatives: Youth in the New Economy** (Video). McIntyre Media Limited **(MGR)**, 1999. 30 min. Dup. order no. V790.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 13, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Aboriginal Human Resource Development Council of Canada*
http://www.ahrdcc.com/

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BC Workinfonet*
http://workinfonet.bc.ca

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Campus Starter Magazine*
http://www.campusstarter.com

*Canada Business Service Centres*
http://www.cbsc.org/english

*Canada Career Consortium*
http://www.careerccc.org/ccc/nav.cfm

*Canada WorkInfoNet*
http://www.workinfonet.ca

*CanLearn Interactive – HRDC*
http://canlearn.ca/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Career Development eManual*
http://www.cdm.uwaterloo.ca/

*Career Experience*
http://www.careerexperience.com/index.html/

*Career Options for Women*
www.careeroptions.org

*Career Parent Magazine*
http://careerparent.com/

*Career Paths Online*
http://careerpathsonline.com/intro/default.htm

*Career Services Portfolios*
http://www.uwec.edu/Career/Online_Library/Portfolios.htm

*Career Studio - CAPP Resources*
http://www.ola.bc.ca/careerstudio

*Careers in a Package*
http://www.packagingcareers.org

*Conference Board of Canada - Education and Learning*
http://www.conferenceboard.ca/education/

*Contact Point for Career Counsellors*
http://www.contactpoint.ca

*Destination 2020*
http://www.careerccc.org/destination2020/

*Edge Magazine On-line*
http://www.theedgemag.org

*Electronic Labour Exchange*
http://www.ele-spe.org/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Federal Student Work Experience Program*
http://jobs.gc.ca/fswep-pfete/student/index_e.htm

*First Nations and Inuit Youth Employment Strategy*
http://www.ainc-inac.gc.ca/ps/ys/index_e.html

*Great Ideas for Teaching Marketing - Career Portfolios*
http://www.swcollege.com/marketing/gitm/gitm4e08-51.html

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Job Futures*
http://jobfutures.ca/en/home.shtml

*Job Search Handbook*
http://www.sasknetwork.gov.sk.ca/pages/publications.htm

*Jobs, Workers, Training and Careers - HRDC*
http://www.jobsetc.ca/home.jsp?lang=e

*Makin' a Million Startin' With Zero*
http://www.findamentor.org/handbooks/million

*MazeMaster – HRDC*
http://www.mazemaster.on.ca

*Motiv8 - The School to Work Transition Newspaper*
http://www.motiv8.com/motiv8/contents/intro.cfm

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Next Steps Career Organization*
http://www.nextsteps.org

*Ready for Work*
http://www.readyforwork.sk.ca

*Real Game Series*
http://www.realgame.com/

*Saskatchewan Career Work Education Association*
http://www.stf.sk.ca/prof_growth/ssc/scwea/scwea.html

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Institute of Applied Science & Technology*
http://www.siast.sk.ca

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetwork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*ScholarshipsCanada.com*
http://www.scholarshipscanada.com

*SchoolFinder.com*
http://www.schoolfinder.com

*Schools in Canada*
http://www.schoolsincanada.com

*Student Employment and Career Centre: U of S*
http://www.secc.usask.ca/bookmarks/

*University of Regina*
http://www.uregina.ca

*University of Saskatchewan*
http://www.usask.ca

*Vector (Video Explorations of Careers, Transitions, Opportunities, and Realities)*
http://www.vector.cfee.org

*What Is a Career Portfolio?*
http://www.bcer.org/macc/community/ca/lausd2.htm

*WHMIS - Health Canada*
http://www.hc-sc.gc.ca/ehp/ehd/psb/whmis.htm

*Youth Employment Programs - HRDC*
http://youth.hrdc-drhc.gc.ca/common/home.shtml

*Youth Path Canada*
http://www.youth.gc.ca

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Career Research**

Aboriginal Workforce
Aboriginal Workforce Participation Initiative
Biotech Career Kit: A Multimedia Career
Career and Personal Planning Resource
Career Circuit
Career Cruising: The Complete Career
Career Directions: Occupations: University
Career Explorer: CX Online
Career Gateways: Career Planning in a
A Career in Tourism: You Decide How Far
Career Information Resources for Aboriginal
Career Options for Women Series
Career Options for Women II Series
Career Options for Women III Series
The Career Planner: Choosing an Occupation
Careers in Culture
Chasing the Dream: A Player's Guide
College Via the Workplace
Cool Jobs Series
Destination 2020
Discovering Our Potential: Women in
Eagle Feather News
EnviroCareers: A Guide to Careers in the
Exercise Your Options
Exploring Careers: What's Right for You?
The Future Is Wide Open: Take a Closer Look
The Get Real Game: Facilitator's Kit
Getting Started: How to Run a Career Fair
Great Jobs/Solid Futures
High School to Apprenticeship: A Link to
I Want Your Job Series
Jobs With a Future: Careers in the
The Missing Link: The Software Career
Pathways Complete Program
Playing the Game: How to Find Work
The Real Game
Real Times, Real Life: Facilitator's Kit
Step Into the World of Workplace Learning
StudentCounsellor
Tourism: A World of Opportunity: An
Trade Up!: Careers in Construction
TypeFocus
What to Study?: Your 2000-2001 Guide to
Within Reach: A Career Development
Work Search: Solving the Puzzle
Work Search: The First Steps
Work Search: Transitions
Youth Link
Youth Outlooks Kit

**Employability Skills**

Ability Explorer
Against the Odds
The Be Real Game Facilitator's Kit - High
Blueprint for Life/Work Designs
Career and Personal Planning Resource
Career Circuit
Career Directions: Occupations: University
Career Explorer: CX Online
Career Gateways: Career Planning in a
A Career in Tourism: You Decide How Far
The Career Planner: Choosing an Occupation
Career S.E.L.F. Assessment
Careers
College Via the Workplace
Destination 2020
Employability Skills: Creating My Future
Employability Skills Portfolio
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Exploring Careers: What's Right for You?
Find a Job: An Employment Portfolio
The Get Real Game: Facilitator's Kit
Money Smarts Learning Resource
Pathways Complete Program
Real Times, Real Life: Facilitator's Kit
School to Work: Essential Skills
School to Work: Workplace Basics
Seeking and Maintaining Employment
Self–Discipline: Using Portfolios
Sell Yourself: Successful Job Interviewing
Student Workshop: Communication - The #1
10 Golden Rules for the Workplace
Trouble at Work
TypeFocus
What Color Is Your Parachute?: A Practical
Work Search: Solving the Puzzle
Work Search: The First Steps
Work Search: Transitions
Workstyle Alternatives: Youth in the New
Your Attitude Is Showing: A Primer of Human
Youth Outlooks Kit

**General**

Canada Prospects
Career Studies 10
Careers 10
The Edge
Expanding Your **(Out of Print Section)**
Exploring the World of Work: An Interactive
Horizons 2000+: Career Studies
Journal of Aboriginal Economic
Realm: Creating Work You Want
Succeeding in the World of Work
Success… in Entering the Workplace
WORKmatters Series

**Job Search Skills**

The Be Real Game Facilitator's Kit - High
Career Circuit
Careers
The Complete Job-Search Handbook
The Complete Job Search System Series
Effective Resumes and Job Applications
Find a Job: An Employment Portfolio
The Get Real Game: Facilitator's Kit
Guide for New Workers
Guide for New Workers: Counsellor
Job Search Handbook
Job Search Strategies
Playing the Game: How to Find Work
The Portfolio Resume Series
Real Times, Real Life: Facilitator's Kit
Rewarding Employment: How to Get a Really
Seeking and Maintaining Employment
Sell Yourself: Successful Job Interviewing
Student Workshop: Job Interview Skills
Web Resumes
What Color Is Your Parachute?: A Practical
Your First Resume and Interview
Your First Resume: For Students and Anyone
Youth Outlooks Kit

**Labour Standards**

Don't Risk Your Life
Guide for New Workers
Guide for New Workers: Counsellor
Job Search Handbook
Ready for Work

**Safety**

Don't Risk Your Life
Dying to Work
Guide for New Workers
Guide for New Workers: Counsellor
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks

**Survey Course - Middle Level**

Ability Explorer
The Be Real Game Facilitator's Kit - High
Career Explorer: CX Online
Career Studies 10
Careers in Culture
Careers 10
Destination 2020
The Edge
Employability Skills: Creating My Future
Helping Solve the **(Out of Print Section)**
Horizons 2000+: Career Studies
The Real Game
Realm: Creating Work You Want
Succeeding in the World of Work

**Survey Course - Secondary Level**

Ability Explorer
Canada Prospects
Career Explorer: CX Online
Career Studies 10
Careers in Culture
Careers 10
The Edge
Employability Skills: Creating My Future
Expanding Your **(Out of Print Section)**
The Get Real Game: Facilitator's Kit
Helping Solve the **(Out of Print Section)**
Horizons 2000+: Career Studies
Realm: Creating Work You Want
Seeking and Maintaining Employment
Succeeding in the World of Work
WORKmatters Series

**Teacher Reference**

Aboriginal Workforce Participation Initiative
Blueprint for Life/Work Designs
Canadian Vocational Journal

Career and Personal Planning Resource
Career Circuit
Career Information Resources for Aboriginal
Essential Skills/Compétences Essentielles
Getting Started: How to Run a Career Fair
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning: A
Success… in Entering the Workplace
WHMIS CBT Suite
Within Reach: A Career Development
WORKmatters Series
Your Attitude Is Showing: A Primer of Human

**(WHMIS) Workplace Hazardous Materials Information System**

Ready for Work
WHMIS
WHMIS CBT Suite

**Work Study Preparation**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## CD-ROM

Career Gateways: Career Planning in a
Essential Skills/Compétences Essentielles
Exploring the World of Work: An Interactive
The Missing Link: The Software Career
Moving Online…More *Ready for Work*
Tourism: A World of Opportunity: An
Trade Up!: Careers in Construction
WHMIS CBT Suite

## Kit

The Be Real Game Facilitator's Kit - High
Biotech Career Kit: A Multimedia Career
Careers in Culture
EnviroCareers: A Guide to Careers in the
The Future Is Wide Open: Take a Closer Look
The Get Real Game: Facilitator's Kit
Great Jobs/Solid Futures
Jobs With a Future: Careers in the
Ready for Work
The Real Game
Real Times, Real Life: Facilitator's Kit
Youth Outlooks Kit

## Periodical

Canada Prospects
Canadian Vocational Journal
Eagle Feather News
The Edge
Journal of Aboriginal Economic
Realm: Creating Work You Want

## Print-Non-Fiction

Ability Explorer
Aboriginal Workforce
Aboriginal Workforce Participation Initiative
Blueprint for Life/Work Designs
Career and Personal Planning Resource
Career Directions: Occupations: University
Career Information Resources for Aboriginal
The Career Planner: Choosing an Occupation
Career Studies 10
Careers
Careers 10
Chasing the Dream: A Player's Guide
The Complete Job-Search Handbook
Destination 2020
Employability Skills: Creating My Future
Employability Skills Portfolio
Employability Skills Toolkit for the Self
Expanding Your **(Out of Print Section)**
Find a Job: An Employment Portfolio
Getting Started: How to Run a Career Fair
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Horizons 2000+: Career Studies
Job Search Handbook
Money Smarts Learning Resource
Pathways Complete Program
Seeking and Maintaining Employment
Self-Discipline: Using Portfolios to Help
Step Into the World of Workplace Learning
Succeeding in the World of Work
Success… in Entering the Workplace
What Color Is Your Parachute?
What to Study?: Your 2000-2001 Guide to
Within Reach: A Career Development
WORKmatters Series
Your Attitude is Showing
Your First Resume: For Students and Anyone
Youth Link

## Video

Against the Odds
A Career in Tourism: You Decide How Far
Career Options for Women Series
Career Options for Women II Series
Career Options for Women III Series
Career S.E.L.F. Assessment
College Via the Workplace
The Complete Job Search System Series
Cool Jobs Series
Discovering Our Potential: Women in
Don't Risk Your Life
Dying to Work
Effective Resumes and Job Applications
Exercise Your Options
Exploring Careers: What's Right for You?

I Want Your Job Series
Job Search Strategies
Playing the Game: How to Find Work
The Portfolio Resume Series
Rewarding Employment: How to Get
School to Work: Essential Skills
School to Work: Workplace Basics
Sell Yourself: Successful Job Interviewing
Student Workshop: Communication - The #1
Student Workshop: Job Interview Skills
10 Golden Rules for the Workplace
Trouble at Work
Understanding Hazards and Risks
Web Resumes
WHMIS
Work Search: Solving the Puzzle
Work Search: The First Steps
Work Search: Transitions
Workstyle Alternatives: Youth in the New
Your First Resume and Interview

**Website (Subscription)**

Career Circuit
Career Cruising: The Complete
Career Explorer: CX Online
StudentCounsellor
TypeFocus

# Entrepreneurship 30

## Titles and Descriptions

**Aboriginal Entrepreneurship and Business Development** (Print-Non-Fiction). Anderson, Robert B. Captus Press (CPYU), 2002. 316 p. ISBN 1-896691-70-6 ($39.50 pbk.).

(CAN, I/M) While the reading level may be too advanced for high school students, this resource does provide an excellent overview to entrepreneurship in an aboriginal context. Identifying opportunities, creating business plans, ownership, marketing, financing and human resources are all covered. Several case studies of successful aboriginal enterprises are included, as are sample business plan outlines and checklists. An index is included.
**Suggested Use:** Aboriginal Entrepreneurship; Teacher Reference

**Against the Odds** (Video). Bigelow Currie Productions Inc. (KIN), 2000. 23 min. Order no. 1344 ($149.95).

(CAN, I/M) In this video, three women from diverse backgrounds and various regions of Canada discuss their career paths. The key point emphasized is that they have broken into the traditionally male-dominated areas of science and technology and have created successful careers for themselves.
**Suggested Use:** Career Development; Entrepreneurial Skills; Women Entrepreneurs
**Other Use:** Canadian Studies; Life Transitions; Science: Secondary Level; Social Studies 20/History 20

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Building a Dream: A Canadian Guide to Starting Your Own Business. 5th ed.** (Print-Non-Fiction). Good, Walter S. McGraw-Hill Ryerson Ltd. (MHR), 2003. 421 p. ISBN 0-07-089810-3 ($49.95 pbk.).

(CAN) Designed as a guide and workbook for the prospective entrepreneur, this book includes information and activities providing opportunities for the individual to assess the potential of an idea and to develop a business plan. Several case studies are used to illustrate key concepts. An index and a glossary are included.
**Suggested Use:** General

**Business Essentials. Canadian 3rd ed.** (Print-Non-Fiction). Ebert, Ronald J, Griffin, Ricky W. and Starke, Frederick A. Prentice Hall Inc. (PRN), 2003. 492 p. ISBN 0-13-112776-4 ($56.76 pbk.).

(CAN) Although this resource has been written as a support for introductory business courses at the Post-secondary Level, it is of value to Grade 12 students in Saskatchewan. A key feature of the book is that it allows students to encounter and think about life in the world of business. Each of the six sections in the book examines a key theme such as Canadian business systems, management in business, human resources, accounting, marketing and financial institutions. Special sections identify current trends, provide case studies, build entrepreneurial skills and highlight web connections for critical thought. Photographs, charts, tables and maps complement the text. An index is included.

The enclosed CD-ROM contains a media companion to the resource. Segments from the CBC series *Venture* are included along with an e-Text and a companion website
**Suggested Use:** General; Teacher Reference

**Business for Beginners: A Simple Step-by-Step Guide to Starting a Small Business. 3rd ed., rev. and expanded.** (Print-Non-Fiction). McGuckin, Frances. Eastleigh Publications (EPN), 2003. 315 p. ISBN 0-9684011-1-2 ($23.95 pbk.).

(CAN) For new entrepreneurs, establishing a business can be very intimidating. In this resource, the author has used an excellent layout to take the prospective entrepreneur through each step of the process. Everything from knowing what a financial statement is, to finding a lawyer, creating a business plan, knowing the law, marketing, and the pros and cons of a home office are covered. Assistance in filling out forms such as the GST report is also provided. An index and a glossary are included.
**Suggested Use:** Entrepreneurial Skills

**Business in the Canadian Environment. 7th ed.** (Print-Non-Fiction). Fuhrman, Peter H. Prentice-Hall Inc. (PRN), 2001. 603 p. ISBN 0-13-089773-6 ($59.16 hdc.).

(CAN) This resource provides senior high school students with a functional perspective on Canadian business practices. Included in this recently updated edition is coverage of labour unions, government programs, business legislation and multinational corporations. Four basic units include "Foundations of Business", "Business and Management", "The Business Functions" and "Business and Its Environment". A chapter on career planning concludes the book. Numerous diagrams, charts, photographs and Internet links are interspersed throughout the text. An index is included.
**Suggested Use:** General
**Other Use:** Economics 20 & 30

**Business Information Resource Materials** (Print-Non-Fiction). Saskatchewan Industry and Resources (SKM), 2003. 392 p. No order number is required. ($FREE binder).

(SK) Updated every two years, this binder of materials provides excellent practical information to most areas of entrepreneurship. Topics that are covered include business planning and start up, market development, advertising, product development, retail management and home-based businesses. Within each topic there is practical advice and forms to help the new entrepreneur make wise decisions in areas such as naming a business, legal issues, product licensing and checklists for developing a training program. The expanded table of contents makes it very easy to find the necessary information and forms.
**Suggested Use:** Accessing Resources; General

**Canadian Entrepreneurship and Small Business Management. 5th ed.** (Print-Non-Fiction). Balderson, D. Wesley. McGraw-Hill Ryerson Limited (MHR), 2003. 489 p. ISBN 0-07-089427-2 ($74.65 pbk.).

(CAN) An overview to small business in Canada is provided in the first section, while later areas cover establishing a small business, managing it and planning for the future. The case studies refer to situations relevant to students. Charts, graphs and tables are used throughout the book, as are weblinks for key topics. The expanded table of contents makes it very easy to locate relevant information in this excellent resource. An index is provided.
**Suggested Use:** General

**The Canadian Legal Guide for Small Business. 1st ed.** (Print-Non-Fiction). Swais, Nishan. Self-Counsel Press (SEL), 1999. 253 p. ISBN 1-55180-244-9 ($21.95 pbk.).

(CAN) Although this is a self-help resource aimed at owners of small businesses, the information in the book is quite useful to students as well. Concise and easy-to-read information can be found on topics such as contracts, insurance, patents, consumers and employees. Sample agreements, checklists and business documents are included.
**Suggested Use:** Laws and Regulations
**Other Use:** Accounting; Law 30

**Canadian Manufacturers and Exporters** (Video). (Cool Jobs Video Series). McIntyre Media Limited **(MGR)**, 2002. 30 min. Dup. order no. V1027.

This program looks at some of Canada's leading manufacturers and exporters such as OMNI Glass, Somerville Packaging and Standard Aero.

Viewers find out that making boxes can be interesting.
**Suggested Use:** Career Development; International Trade
**Other Use:** Life Transitions

**The Canadian Small Business Survival Guide. Rev. and expanded ed.** (Print-Non-Fiction). Gallander, Benj. The Dundurn Group (UTP), 2002. 293 p. ISBN 1-55002-377-2 ($19.99 pbk.).

(CAN) As the title indicates, this resource is a very practical guide for new and experienced entrepreneurs wishing to establish a small business. The topics range from an examination of what a small business is to time management, cost-benefit analysis, collecting accounts receivable and franchising. Each chapter includes several case studies. An index and a glossary are included.
**Suggested Use:** Entrepreneurial Skills

**Career Options for Women II Series** (Video). Please refer to the title: *Entrepreneurship.*

**Cases in Entrepreneurship** (Print-Non-Fiction). Eggers, John H., et al. Prentice Hall Inc. (PRN), 2001. 240 p. ISBN 0-13-088013-2 ($19.16 pbk.).

(CAN) Nineteen case studies are profiled in this book to provide business students with a sense of the challenges facing companies involved in rapid growth. Each of the cases focuses on a particular problem associated with rapid growth. Marketing, expanding corporate boards, dealing with suppliers and financing growth are just a few of issues discussed. While the book has been written for post-secondary students, teachers may find the information useful for projects.
**Suggested Use:** Case Studies; Teacher Reference

**Confederation College Entrepreneurship Series** (Print-Non-Fiction). Productive Publications (PVE), 2002. Order numbers follow.

(CAN) Recommended titles in this series include the following:

*Business Planning and Finances*
ISBN 1-55270-091-7 ($29.71 pbk.)
*Business Relationships: Development and Maintenance*
ISBN 1-55270-093-3 ($16.96 pbk.)
*The Entrepreneur and the Business Idea*
ISBN 1-55270-089-5 ($12.71 pbk.)
*Entrepreneurship and Starting a Business*
ISBN 1-55270-090-9 ($21.21 pbk.)
*Small Business Finance*
ISBN 1-55270-092-5 ($25.46 pbk.)
*Youth Entrepreneurship*
ISBN 1-55270-094-1 ($21.21 pbk.).

Each book in this excellent series presents a user friendly approach to learning about an area of entrepreneurship. Whether creating a business plan, maintaining good customer relations, becoming an entrepreneur or

financing a small business, the information is practical and applicable. Several tables and charts are used to illustrate the concepts being discussed. Sample templates are also provided to take the prospective entrepreneur through step-by-step processes that reinforce the necessary skills. In addition to being directly applicable to the Entrepreneurship Curriculum, the series can easily be applied to the entrepreneurial skills section of other Practical and Applied Arts Curricula.
**Suggested Use:** General

**Contemporary Canadian Business Law: Principles and Cases. 6th ed.** (Print-Non-Fiction). Willes, John A. and Willes, John H. McGraw-Hill Ryerson Limited (MHR), 2001. 665 p. ISBN 0-07-087495-6 ($94.95 hdc.).

(CAN) This resource offers excellent coverage of civil, labour and contract law. Chapter objectives, discussion questions, definitions in the margin, web connections, charts and case studies all assist in making this resource very accessible to students. An index and a glossary are included.
**Suggested Use:** Laws and Regulations
**Other Use:** Law 30

**Cool Jobs Video Series** (Video). Please refer to the titles: *Canadian Manufacturers* and *Exporters and Entrepreneurs.*

**Co-operative Development: A Case Study in Global Development** (Print-Non-Fiction). (Co-operative Outlooks Series). Canadian Co-operative Association (CCA), 1990. 69 p. ISBN 0-88817-015-7 ($12.00 pbk.).

(CAN) Through a four-part case study, this book introduces students to the creation of a business enterprise in a developing country. A small marketing and feed production business is the focus of a co-operative strategy.
**Suggested Use:** Cooperative Development

**Co-operative Entrepreneurship: A Case Study in Worker Ownership** (Print-Non-Fiction). (Co-operative Outlooks Series). Canadian Co-operative Association (CCA), 1990. 88 p. ISBN 0-88817-017-3 ($12.00 pbk.).

(CAN) This book introduces students to the concept of worker-owned co-operatives. Each of the six sections contain a case study which introduces a group of young workers starting up a business.
**Suggested Use:** Cooperative Development

**Co-operative Outlooks Series** (Print-Non-Fiction). Please refer to the titles: *Co-operative Development: A Case Study in Global Development* and *Co-operative Entrepreneurship: A Case Study in Worker Ownership.*

**Crisp Fifty-Minute Series** (Print-Non-Fiction). Please refer to the title*: Personal Time Management.*

**Critical Concepts of Canadian Business Law. 2nd ed.** (Print-Non-Fiction). Weir, Jan D., Reschke, Karen J. and Ellis, Shane A. Addison-Wesley Longman, Inc. (PRN), 2001. 529 p. ISBN 0-201-64385-5 ($60.76 hdc.).

(CAN) Following an introductory chapter to law in general, the remainder of this excellent resource provides a detailed examination to virtually all areas of business law. Contracts, torts, corporate law, employment law, computer law and real estate law are all covered. The book has been created for business students taking law, and the layout makes it very applicable to senior students. Additional features such as highlighting critical concepts, creating discussion around sample cases and including closing questions all add to the book's effectiveness. An index is included.
**Suggested Use:** Laws and Regulations
**Other Use:** Law 30

**Cyberlaw Canada. 2nd ed.** (Print-Non-Fiction). Schelling, Jeffrey M. (Self-Counsel Business Series). Self-Counsel Press (SEL), 1999. 204 p. ISBN 1-55180-268-6 ($16.95 pbk.).

(CAN) As the series title indicates, this resource is aimed at providing self-help information for people who are using the internet in their business. Straightforward and easy-to-understand information is provided on liability, security, buying and selling online, copyright, privacy and computer crime. A glossary is included.
**Suggested Use:** Entrepreneurship and the Internet
**Other Use:** Law 30

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Don't Turn Out the Lights: Entrepreneurship in Rural Saskatchewan** (Print-Non-Fiction). Scholz, Al. University Extension Press (UEP), 2000. 144 p. ISBN 0-88880-418-0 ($19.95 pbk.).

(SK) This resource paints a positive picture for Saskatchewan's economy. Through the use of several case studies, the author shows that the entrepreneurial spirit is alive and well in Saskatchewan. The examples used in the book show how entrepreneurs within Saskatchewan have created some innovative successes in the areas of management, marketing, partnership and human resources. Community ventures such as Manitou Springs are discussed along with group and individual ventures such as Lakeside Machinery Co-operative and Banach Winery. Black-and-white photographs are used to illustrate each of the ventures discussed.
**Suggested Use:** Case Studies; Seeking Opportunities

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work

Study
**Other Use:** All PAA Curricula

**Entrepreneurs** (Video). (Cool Jobs Video Series). McIntyre Media Limited **(MGR)**, 2002. 30 min. Dup. order no. V1015.

(CAN, I/M) Of the many "cool" jobs available, many think that the "coolest" job is working for oneself. Successful aboriginal entrepreneurs and CEOs such as Mike Birch, Allan McLeod and Elaine Cowan are interviewed.
**Suggested Use:** Aboriginal Entrepreneurship; Career Development
**Other Use:** Life Transitions

**Entrepreneurship** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V715. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

(CAN) This second *Career Options for Women Series* continues to provide valuable information and inspiration to young women who wish to work in the trades or technology. The programs also raise the awareness level of young men who are considering a career in these areas. Each program features three women who are working in a wide variety of jobs within the areas of energy and mines, forestry, agriculture, communications and entrepreneuship.

The majority of Canada's new home-based businesses are started by women. One-third of Canadian entrepreneurs are women. This program from the *Career Options for Women II Series* features a maple syrup producer, a biological pest control producer and an optician.

Supporting print is available from Media Group.
**Suggested Use:** Career Development; Women Entrepreneurs

**Entrepreneurship: Creating a Venture. 2nd ed.** (Print-Non-Fiction). Cranson, Lori and Dennis, Madeline. Nelson Thomson Learning (NEL), 2001. 318 p. ISBN 0-17-620143-2 ($58.45 hdc.).

The preface of this resource encourages students to "catch the spirit" as they study entrepreneurship, a fun and exciting pursuit. The book reflects this approach with colour photographs that show modern entrepreneurs in action and case studies that profile successful ventures. The resource provides an excellent introduction to virtually all areas of entrepreneurship. Topics such as the necessary characteristics of an entrepreneur, market trends, problem solving, venture plans, market analysis, resources and financing are covered. Each chapter contains learning opportunities, a glossary of new entrepreneurial terms, sidebars of interesting information, activities and a review. An index and a glossary are included.

The website at www.business.nelson.com provides links for further study and also web activities related to the book.
**Suggested Use:** General; Survey Course - Secondary Level

**Equal Pay** (Print-Non-Fiction). Harvey, Edward B. and Blakely, John H. (Practical Employment Law Series). CCH Canadian Limited (CCH), 2000. 138 p. ISBN 1-55141-160-1 ($33.95 pbk.).

(CAN) This handy guide has been designed to meet the needs of business people. In an easy-to-read style, the book provides details about the law as well as background information related to various elements. Each province has a separate section outlining the obligations that each has in terms of anti-discrimination and equal pay legislation. In addition, practical advice is given on job classes, permissible differences, appeals and dispute resolution procedures.
**Suggested Use:** Laws and Regulations
**Other Use:** Law 30

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Exploring Business for the 21st Century** (Print-Non-Fiction). Liepner, Michael E., Magnan, Jane G. N. and Wasserman, Alan. McGraw-Hill Ryerson Ltd. (MHR), 2001. 491 p. ISBN 0-07-089158-3 ($60.45 hdc.).

Written specifically for high school students, this colourful and appealing resource does an excellent job of introducing the world of entrepreneurship. Topics such as types of businesses, human resources, marketing, accounting, entrepreneurial skills, personal finance and international business are covered. Case studies, photographs, charts, graphs and drawings add to the appeal of the book. Each chapter begins with a list of expectations and includes activities to check understanding, career connects, web connects and a chapter review. A skills appendix, a glossary and an index are also included. An e-book CD-ROM is enclosed with the book.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Economics 20/30

**Farm Profile Edukit 1 & 2** (Video). Canadian Farm Business Management Council (CFBM), 2000. 35 min./54 min. No order number is required. ($58.00).

(CAN) The two videos in this kit profile successful value-added agricultural businesses. The emphasis is on direct marketing and management as farmers across the country set up ventures such as a vegetable market garden, organic meat products and a winery. Excellent background information is provided on the steps needed to be successful.
**Suggested Use:** Case Studies; Seeking Opportunities
**Other Use:** Agriculture Studies

**Generation Inc.: The 100 Best Businesses for Young Entrepreneurs** (Print-Non-Fiction). Furman, Elina and Furman, Leah. Berkley Publishing Group (CDS), 2000. 383 p. ISBN 0-425-17229-5 ($19.00 pbk.).

In the classic how-to approach, this resource offers young entrepreneurs all the information they will need to become successful. The book provides all the background to being successful in over 100 businesses from low-cost options to think-big concepts. Raising capital, finding business ideas, formulating a solid plan and avoiding the pitfalls are just a few areas of practical advice that are covered. The list of possible business ventures that are used as examples is an eye-opener in itself. Students will become aware of many new possibilities in entrepreneurship. The case studies range from band manager to roommate-matching service and pet shop owner.
**Suggested Use:** Case Studies; Entrepreneurial Skills; Seeking Opportunities

**Growing From Within: A Practical Approach to Regional Economic Development** (Video). Saskatchewan Industry and Resources (SKM), 1999. 24 min. No order number is required. ($FREE).

(SK) In this video, five Saskatchewan entrepreneurs and businesses are profiled. The message is that while we often look outside the province, there actually are many opportunities at home. Rural Saskatchewan is also highlighted to illustrate how economic development can occur at the local level.
**Suggested Use:** Case Studies; Seeking Opportunities

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and support services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Have You Got What It Takes?: The Entrepreneur's Complete Self-Assessment Guide. 3rd ed.** (Print-Non-Fiction). Gray, Douglas A. (Self-Counsel Business Series). Self-Counsel Press (SEL), 1993. 183 p. ISBN 0-88908-285-5 ($12.95 pbk.).

This is a thorough guide intended to help students find out if they have entrepreneurial skills and aptitudes. By completing the worksheets and activities, students will learn if they have the characteristics of an entrepreneur. Detailed guidelines for setting up a business are addressed. This book contains useful, engaging information for students interested in this particular area. Included is a table of contents.
**Suggested Use:** Entrepreneurial Skills
**Other Use:** Life Transitions

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**How to Make Money Growing Plants, Trees, and Flowers: A Guide to Profitable Earth-Friendly Ventures** (Print-Non-Fiction). Jozwik, Francis X. Andmar Press (ANM), 2000. 312 p. ISBN 0-916781-22-4 ($39.95 U.S. hdc.).

This resource outlines the many business opportunities available in horticulture. It is written to assist people who wish to get into the horticulture field with as little monetary risk as possible. The title concentrates on starting a small business. Following an introduction to the horticulture industry, the book emphasizes the production and marketing of greenhouse ornamentals, outdoor nursery plants and ornamental perennial plants. The last section provides information about developing a business plan, financing a new business and coping with success. An index is included.
**Suggested Use:** Seeking Opportunities
**Other Use:** Horticulture

**Journal of Aboriginal Economic Development** (Periodical). Captus Press (CPYU). Published twice a year. ISSN 1481-9112 ($60.00). Internet subscription - ISSN 1481-9120 ($39.00).

(CAN, I/M) The articles in this journal explore the issues and practices in the field of economic development and aboriginal peoples' communities. The topics range from early research and development in planning to best practices in business. Other issues covered discuss the creation of a legal land system that supports economic development, recruitment and books in the field. The resource aids in dispelling many of the stereotypes in this area as it provides a realistic portrayal of the existing businesses, their successes as well as issues and concerns with aboriginal economies. The journal articles are easy to read and of interest to both students and teachers in Native Studies, as well as other courses that deal with entrepreneurship and career and work exploration.
**Suggested Use:** Aboriginal Entrepreneurship
**Other Use:** Career and Work Exploration

**Make It Legal: What Every Canadian Entrepreneur Needs to Know About the Law** (Print-Non-Fiction). Kerr, Margaret and Kurtz, JoAnn. John Wiley & Sons Canada, Ltd. (WIL), 1998. 341 p. ISBN 0-471-64245-2 ($29.95 pbk.).

(CAN) While the title clearly indicates that this resource is aimed at a businessperson, the layout and the topics covered also make it applicable to a school. The expanded table of contents takes the user to short concise entries dealing with areas such as how to get the most out of a lawyer, breach of contract, product standards, property insurance, human rights legislation and bankruptcy. An index is provided.
**Suggested Use:** Laws and Regulations
**Other Use:** Law 30

**Marketing Essentials. 3rd ed.** (Print-Non-Fiction). Farese, Lois Schneider, Kimbrell, Grady and Woloszyk, Carl A. Glencoe/ McGraw-Hill (MHR), 2002. 772 p. ISBN 0-02-644191-8 ($86.46 hdc.).

This colourful resource presents an excellent overview to marketing and several other concepts related to entrepreneurship. Following a general discussion about marketing, economics and international trade, more specific information is provided on topics such as math and communication skills, selling, promotion, distribution, pricing and financing. Each chapter includes case studies, career opportunities and labs. Special features such as real world marketing, electronic frontiers and bright ideas are found in highlight boxes throughout the book. Photographs, charts and graphs are used to make the book student friendly. It will be necessary to supplement the American data with Canadian information. An index and a glossary are included.
**Suggested Use:** Market Research; Survey Course - Secondary Level

**Money Management: A First Course** (Print-Non-Fiction). Fluke, H. J. Productive Publications (PVE), 2001. 136 p. ISBN 1-55270-079-8 ($29.95 pbk.).

(CAN) While the title may indicate that this resource deals with personal financial management, it actually does much more. Beginning with the bigger picture, the book begins with an excellent overview of the Canadian economic system and then discusses economic activity from the business point of view. It is only in Part Three that the reader is taken through the process of personal financial planning. The last two sections deal with the financial implications of entering the workforce and international trade. Written for teenagers, the book has an engaging writing style, case studies and questions for critical thought. An index is included.
**Suggested Use:** Entrepreneurial Skills
**Other Use:** Economics 20/30; Life Transitions

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources including electronic quizzes, PowerPoint presentations, learning activities, checklists and guides that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Personal Time Management. 3rd ed.** (Print-Non-Fiction). Haynes, Marion E. (Crisp Fifty-Minute Series). CrispLearning (CRI), 2001. 110 p. ISBN 1-56052-585-1 ($19.95 pbk.).

This activity-orientated guide presents ways people can better manage their time. The format lends itself well to the decision-making approach. Topics covered include time management principles and techniques as well as how to save time via electronic innovations. Timesaving tips for travellers and the benefits of action planning are also discussed. The humourous black-and-white drawings enhance the text and activities.
**Suggested Use:** Entrepreneurial Skills
**Other Use:** Life Transitions

**Practical Employment Law Series** (Print-Non-Fiction). Please refer to the title: *Equal Pay.*

**Profiles of Success Series** (Video). Digital Film Safari, Inc. (CKD), 2001. 22 min. No order number is required. ($75.00).

Recommended titles in this series include the following:

*Adam's Active Auto-Wrecking;*
*Take 5 Vending Machine Company*
*AMMSA; Wanuskewin Heritage Park*
*Joane Cardinal-Schubert;*
*Teepee Building by Grace Stevenson*
*Parenteau's Gourmet Foods;*
*Simply Natural Canadian Spring Water*
*Sweetgrass Records;*
*Pemmican Publishing Inc.*

(CAN, I/M) The videos profile a variety of aboriginal businesses across Canada. This group highlights those from Saskatchewan, Manitoba and Alberta only. The entire series features enterprises owned by both men and women who explain how the business was established and what is required to operate successfully. This video series is of interest to those students wanting to explore different employment and career options. It also provides an opportunity for teachers to highlight the aboriginal entrepreneurs as positive role models. At the end of the segments, there is some content advertising Alberta Learnings' Career Info Hotline; however, this does not interfere with the overall value of the resource.
**Suggested Use:** Aboriginal Entrepreneurship; Case Studies
**Other Use:** Native Studies 10

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**The Rule of Law: Canadian Business Law. 3rd ed.** (Print-Non-Fiction). Spetz, G. S. Addison-Wesley Longman, Inc. (PRN), 1999. 495 p. ISBN 0-201-39608-4 ($59.16 hdc.).

(CAN) While this book concentrates on business law, there are several excellent sections related to other areas of the curriculum as well. The layout and reading level make it very suitable for high school use. An index and a glossary are included.
**Suggested Use:** Laws and Regulations
**Other Use:** Law 30

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Self-Counsel Business Series** (Print-Non-Fiction). Please refer to the titles: *Cyberlaw Canada, Have You Got What It Takes?: The Entrepreneur's Complete Self-Assessment Guide, Start and Run a Profitable Restaurant, Start and Run a Profitable Student-Run Business: Your Step-By-Step Plan for Turning Bright Ideas Into Big Bucks* and *Starting a Successful Business in Canada.*

**Self-Counsel Legal Series** (Print-Non-Fiction). Please refer to the title: *Standard Legal Forms and Agreements for Canadian Business.*

**Standard Legal Forms and Agreements for Canadian Business. 1st ed.** (Print-Non-Fiction). Sanderson, Stephen L. P., ed. (Self-Counsel Legal Series). Self-Counsel Press (SEL), 1989. 149 p. ISBN 1-55180-269-4 ($18.95 pbk.).

(CAN) This resource provides examples of standard legal forms and common business agreements. They can be photocopied or used as a guide to developing other forms. Some of the sample forms that are included are proposals to buy a business, partnership agreements, changing work orders, hiring and dismissals, collections and leasing.
**Suggested Use:** Entrepreneurial Skills; Laws and Regulations

**Start and Run a Profitable Restaurant. 1st. ed.** (Print-Non-Fiction). Cooper, Brian, Floody, Brian and McNeill, Gina. (Self-Counsel Business Series). Self-Counsel Press, Inc. (SEL), 2000. 214 p. ISBN 1-55180-282-1 ($21.95 pbk.).

(CAN) This resource uses a very practical approach and offers readers everything they will need to know about setting up a new

restaurant. In a step-by-step fashion, the book takes students through the process of creating a business plan, choosing a location, designing the restaurant, creating a menu, providing good service and keeping control of costs. Several sample checklists are provided.
**Suggested Use:** Venture Plans
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Start and Run a Profitable Student-Run Business: Your Step-By-Step Plan for Turning Bright Ideas Into Big Bucks** (Print-Non-Fiction). Schincariol, David. (Self-Counsel Business Series). Self-Counsel Press (SEL), 1995. 128 p. ISBN 1-55180-026-8 ($12.95 pbk.).

(CAN) As the economic climate rapidly changes, more and more young people are beginning to set up their own businesses. Using a step-by-step approach, this book explains what students need to know to get started. Some of the areas covered include franchises, setting up a business, business plans, financing, market, suppliers, competition, accounting and taxes. Throughout the book there are worksheets, tables and checklists to help organize and reinforce what is being discussed. A glossary is included.
**Suggested Use:** General

**Starting a Successful Business in Canada. 15th ed.** (Print-Non-Fiction). James, Jack D. (Self-Counsel Business Series). Self-Counsel Press (SEL), 2000. 238 p. ISBN 1-55180-290-2 ($19.95 pbk.).

(CAN) In this latest edition of a standard resource, all the necessary information is provided to set up and run a successful business. In the "How to Get Started" chapter, basic background is given on partnerships, GST, government regulations, packaging and consumer protection. The other chapters give more detailed information on areas such as financial forecasting, raising funds, franchising, sales, accounting, computers, labour and insurance. Exercises and tips are provided throughout the book.
**Suggested Use:** General

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Subject Is Marketing. 2nd Canadian ed.** (Print-Non-Fiction). Lamb, Charles W., Jr., et al. Nelson Thomson Learning (NEL), 2002. 616 p. ISBN 0-17-616955-5 ($65.50 hdc.).

(CAN) While the title may indicate that the content is about marketing, this excellent resource actually provides a broad coverage that applies to several areas of entrepreneurship. Many entrepreneurial skills are dealt with through the discussion of topics such as legal factors, the marketing process, consumer decision-making, pricing and advertising. Case studies are used to encourage students to apply their knowledge to small business settings. Colourful photographs, drawings, charts and graphs

make the book appealing to students. Weblinks are highlighted throughout the book. An index and a glossary are included. The accompanying CD provides students with reference materials for use in projects and research. Career information and review questions are also included.
**Suggested Use:** Case Studies; Entrepreneurship Skills; Market Research

**Understanding Canadian Business** (Print-Non-Fiction). Nickels, William G., et al. McGraw-Hill Ryerson Ltd. (MHR), 2003. 638 p. ISBN 0-07-089434-5 ($74.05 hdc.).

(CAN) This Canadianized version of a popular American title provides a good introduction to the world of business. While written for post-secondary students, the format of the book makes it accessible to Grade 12 students in Saskatchewan. Photographs, charts, graphs and case studies supplement the well-written text. Critical thinking questions, progress checks, net connections, career prospects and simulated management decisions are just a few of the added features. Types of business ownership, developing a small business, using technology, marketing and accounting are just a few of the topics covered. The expanded table of contents allows the user to select the relevant sections easily. A glossary and an index are included.
**Suggested Use:** General; Teacher Reference

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**A Web Not a Ladder** (Video). (Women and Work Series). National Film Board of Canada (NFB), 1993. 24 min. Order no. 9193 013 ($49.95).

(CAN) Five Canadian female entrepreneurs tell their stories of how they began and how they continue to maintain their businesses. They discuss financing, working hours, barriers of sexism, racism and ageism. This is a celebration of Canadian women in business.
**Suggested Use:** Career Development; Women Entrepreneurs
**Other Use:** Life Transitions

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**What No One Ever Tells You About Starting Your Own Business: Real Life Start-up Advice From 101 Successful Entrepreneurs** (Print-Non-Fiction). Norman, Jan. Upstart Publishing Co., Inc. (WIL), 1999. 221 p. ISBN 1-57410-112-9 ($24.95 pbk.).

This resource is based on the case studies of 101 successful entrepreneurs. In each of the short vignettes, the struggles and successes of the person's story leave the reader with a tip for starting a business. All stages of business start-up are covered. These include planning, marketing, funding, management issues and labour. An index is included.
**Suggested Use:** Case Studies

**WHMIS** (Video). Safetycare Inc. (SCI ), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Women and Work Series** (Video). Please refer to the title: *A Web Not a Ladder.*

**The World of Business: A Canadian Profile. 4th ed.** (Print-Non-Fiction). Murphy, Terry G., Wilson, Jack and Notman, David. Nelson Thomson Learning (NEL), 2001. 542 p. ISBN 0-17-620140-8 ($58.45 hdc.).

(CAN) This is an excellent resource that has been written specifically for high school students. Introductory information is provided that applies to several courses related to business, economics and finance. The layout is colourful, the case studies are interesting, and the activities will encourage further learning. The role of business, doing business in Canada and internationally, personal finance and becoming an entrepreneur are the main units of study. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Accounting; Life Transitions

# Out of Print but Still Useful Resources

Please note that the following tittles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Great Careers for People Who Want to Be Entrepreneurs** (Print-Non-Fiction). Lang, Jim. (Career Connections Series II). Trifolium Books Inc., 1994. 48 p. ISBN 1-895579-20-1.

(CAN) This resource presents colourful and informative descriptions of several entrepreneurs. Making jewellery, cleaning tiles, and operating a tree nursery are examples of entrepreneurs included in this resource. Each description includes a personal profile, a "day in the life" segment, a career planning chart, tips on how to get started, a list of related careers, and an interesting hands-on activity. Coloured photographs of employees add to the attractive format. Included are a table of contents and an index.
**Suggested Use:** Career Development
**Other Use:** Career Guidance: Grades 6 to 9; Life Transitions

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Learning, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Keyboarding With Word 7, Sessions 1-60** (Print-Non-Fiction). Mitchell, William M., et al. EMC/Paradigm Publishing, 1998. 406 p. ISBN 0-7638-0004-X.

Both basic keyboarding skills and advanced word processing features can be learned by using this resource. Students begin by learning the alphabetic and numeric keys and then progress to letters, manuscripts and tables. Each lesson contains drills for checking progress being made. Much of the information used is business oriented. An index is included.
**Suggested Use:** Entrepreneurial Skills
**Other Use:** Information Processing

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Entrepreneurship 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of the PAA bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other entrepreneurship resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Confederation College Entrepreneurship Series** (Print-Non-Fiction). Productive Publications (PVE), 2002. Order numbers follow.

Recommended titles in this series include the following:

*Business Planning and Finances*
ISBN 1-55270-091-7 ($29.71 pbk.)
*Business Relationships: Development and Maintenance*
ISBN 1-55270-093-3 ($16.96 pbk.)
*The Entrepreneur and the Business Idea*
ISBN 1-55270-089-5 ($12.71 pbk.)
*Entrepreneurship and Starting a Business*
ISBN 1-55270-090-9 ($21.21 pbk.)
*Small Business Finance*
ISBN 1-55270-092-5 ($25.46 pbk.)
*Youth Entrepreneurship*
ISBN 1-55270-094-1 ($21.21 pbk.).

**Contemporary Canadian Business Law: Principles and Cases. 6th ed.** (Print-Non-Fiction). Willes, John A. and Willes, John H. McGraw-Hill Ryerson Limited (MHR), 2001. 665 p. ISBN 0-07-087495-6 ($94.95 hdc.).

**Don't Turn Out the Lights: Entrepreneurship in Rural Saskatchewan** (Print-Non-Fiction). Scholz, Al. University Extension Press (UEP), 2000. 144 p. ISBN 0-88880-418-0 ($19.95 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Entrepreneurship: Creating a Venture. 2nd ed.** (Print-Non-Fiction). Cranson, Lori and Dennis, Madeline. Nelson Thomson Learning (NEL), 2001. 318 p. ISBN 0-17-620143-2 ($58.45 hdc.).

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Starting a Successful Business in Canada. 15th ed.** (Print-Non-Fiction). James, Jack D. (Self-Counsel Business Series). Self-Counsel Press (SEL), 2000. 238 p. ISBN 1-55180-290-2 ($19.95 pbk.).

**The Subject Is Marketing. 2nd Canadian ed.** (Print-Non-Fiction). Lamb, Charles W., Jr., et al. Nelson Thomson Learning (NEL), 2002. 616 p. ISBN 0-17-616955-5 ($65.50 hdc.).

**The World of Business: A Canadian Profile. 4th ed.** (Print-Non-Fiction). Murphy, Terry G., Wilson, Jack and Notman, David. Nelson Thomson Learning (NEL), 2001. 542 p. ISBN 0-17-620140-8 ($58.45 hdc.).

# Community Resources, Magazines and Examples of Appropriate Internet Sites for Entrepreneurship

## Community Resources

Each of the agencies listed below can provide entrepreneurship-related information for use in the classroom. In some cases, they can provide speakers. Please contact the agency directly for more information.

Aboriginal Business Canada
Saskatoon - (306) 975-4361
E-mail - abc.saskatoon@ic.gc.ca
http://strategis.ic.gc.ca/SSG/ab00112e.html

Business Development Bank of Canada
Regina - (306) 780-6478
Saskatoon - (306) 975-4824
http://www.bdc.ca/en/home.htm

Canada - Saskatchewan Business Service Centre
Saskatoon - (306) 956-2323 or 1-800-667-4374
E-mail - saskatchewan@cbsc.ic.gc.ca
www.cbsc.org/sask

Canadian Youth Business Foundation
Saskatoon - (306) 664-2923
E-mail - info@cybf.ca
www.cybf.ca

Saskatchewan Industry and Resources
Regina - (306) 787-9552 or 1-800-265-2001
www.ir.gov.sk.ca

Saskatchewan - Our Future Is Wide Open
Regina - 1-866-727-5427
E-mail - success@wideopenfuture.ca
http://www.wideopenfuture.ca

Saskatchewan Research Council
Saskatoon - (306) 933-5400
E-mail - info@src.sk.ca
http://www.src.sk.ca

Sasknative Economic Development Corporation
Saskatoon - (306) 477-4350
E-mail - snedco@sasktel.net

Women Entrepreneurs of Saskatchewan
Saskatoon - (306) 477-7173
http://www.womenentrepreneurs.sk.ca/

## Magazines

An excellent source of information for entrepreneurship can be found in the many periodicals that relate to this area. Listed below are just a few of the popular titles that may be of use to your class. Please check with your teacher-librarian on the availability of these titles.

*CanadaOne Magazine* - online journal at http://www.canadaone.com/ezine/index.html

*Edward Lowe Peerspectives* - online journal at http://peerspectives.org

*Entrepreneur* - online journal at http://www.entrepreneur.com/)

*Financial Post Magazine*

*Fortune Magazine*

*Globe and Mail Report on Business*

*Home Business Report*

*INC. Magazine*

*InsideEdge Newsletter* – online journal at http://www.conferenceboard.ca/insideedge/

*Profit Magazine*

*Realm*

*Saskatchewan Business*

*Small Business Canada Magazine*

## Examples of Appropriate Internet Sites

The following Internet sites provide a very brief overview of what is available. These sites have been evaluated and are recommended for use in schools. It is recommended that a careful screening of each site be undertaken prior to using it.

If educators are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, educators should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

These sites were checked for availability on June 1, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at the following address:

http://www.sasked.gov.sk.ca/docs/resources_main.html

*Anatomy of an Entrepreneur*
http://www.youngleaders.com/anatomy/index.html

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Business Service Centres*
http://www.cbsc.org/english/

*Canadian Youth Business Foundation*
http://www.cybf.ca/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Competition Bureau of Canada*
http://strategis.ic.gc.ca//SSG/ct01250e.html

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/general/es.asp

*Export Source*
http://www.exportsource.gc.ca/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Indian and Northern Affairs Canada - Economic Development*
http://www.ainc-inac.gc.ca/ps/ecd/index_e.html

*Industry Canada - Canada's Business and Consumer Site*
http://strategis.ic.gc.ca/cgi-bin/allsites/motd/motDspl.pl?lang=e&link=/engdoc/main.html

*Mentors, Ventures and Plans*
http://www.mvp.cfee.org/en/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*National Research Council*
http://www.nrc-cnrc.gc.ca/

*Online Business Workshop - Canada Business Service Centres*
http://www.cbsc.org/osbw/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Industry and Resources*
http://www.ir.gov.sk.ca/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan - Our Future Is Wide Open*
http://www.wideopenfuture.ca/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*Saskbiz*
http://www.saskbiz.ca/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Western Economic Diversification Canada*
http://www.wd.gc.ca/

# Titles Available From Media Group Educational Video Duplication Service

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Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Canadian Manufacturers and Exporters** (Video). (Cool Jobs Series). McIntyre Media Limited **(MGR)**, 2002. 30 min. Dup. order no. V1027.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Entrepreneurs** (Video). (Cool Jobs Video Series). McIntyre Media Limited **(MGR)**, 2002. 30 min. Dup. order no. V1015.

**Entrepreneurship** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V715. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Aboriginal Entrepreneurship

Aboriginal Entrepreneurship and Business
Entrepreneurs
Journal of Aboriginal Economic Development
Profiles of Success Series

### Assessing Resources

Business Information Resource Materials

### Career Development

Against the Odds
Blueprint for Life/Work Designs
Canadian Manufacturers and Exporters
Employability Skills Toolkit for the
Entrepreneurs
Entrepreneurship
Essential Skills/Compétences Essentielles
Great Careers for **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning
A Web Not a Ladder

### Case Studies

Cases in Entrepreneurship
Don't Turn Out the Lights: Entrepreneurship
Farm Profile Edukit 1 & 2
Generation Inc.: The 100 Best Businesses
Growing From Within: A Practical Approach
Profiles of Success Series
The Subject Is Marketing
What No One Ever Tells You About Starting

### Cooperative Development

Co-operative Development: A Case Study
Co-operative Entrepreneurship: A Case Study

### Entrepreneurial Skills

Against the Odds
Business for Beginners: A Simple
The Canadian Small Business Survival Guide
Generation Inc.: The 100 Best Businesses
Have You Got What It Takes? The
Keyboarding With **(Out of Print Section)**
Money Management: A First Course
Personal Time Management
Standard Legal Forms and Agreements for
The Subject Is Marketing

### Entrepreneurship and the Internet

Cyberlaw Canada

### General

Building a Dream: A Canadian Guide to
Business Essentials
Business in the Canadian Environment
Business Information Resource Materials
Canadian Entrepreneurship and Small
Confederation College Entrepreneurship
Entrepreneurship: Creating a Venture
Exploring Business for the 21st Century
Start and Run a Profitable Student-Run
Starting a Successful Business in Canada
Understanding Canadian Business
The World of Business: A Canadian Profile

### International Trade

Canadian Manufacturers and Exporters

### Laws and Regulations

The Canadian Legal Guide for Small
Contemporary Canadian Business Law
Critical Concepts of Canadian Business Law
Equal Pay
Make It Legal: What Every Canadian
The Rule of Law: Canadian
Standard Legal Forms and Agreements for

### Market Research

Marketing Essentials

The Subject Is Marketing

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

### Seeking Opportunities

Don't Turn Out the Lights: Entrepreneurship
Farm Profile Edukit 1 & 2
Generation Inc.: The 100 Best Businesses
Growing From Within: A Practical Approach
How to Make Money Growing Plants, Trees

### Survey Course - Middle Level

Helping Solve the **(Out of Print Section)**

### Survey Course - Secondary Level

Entrepreneurship: Creating a Venture
Exploring Business for the 21st Century
Helping Solve the **(Out of Print Section)**
Marketing Essentials
The World of Business: A Canadian Profile

### Teacher Reference

Aboriginal Entrepreneurship and Business
Blueprint for Life/Work Designs
Business Essentials
Cases in Entrepreneurship
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning
Understanding Canadian Business

### Venture Plans

Start and Run a Profitable Restaurant

### Women Entrepreneurs

Against the Odds
Entrepreneurship
A Web Not a Ladder

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

## Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Moving Online...More *Ready for Work*

### Kit

Ready for Work

### Periodical

Journal of Aboriginal Economic Development

### Print-Non-Fiction

Aboriginal Entrepreneurship and Business
Blueprint for Life/Work Designs
Building a Dream: A Canadian Guide
Business Essentials
Business for Beginners: A Simple
Business in the Canadian Environment
Business Information Resource Materials
Canadian Entrepreneurship and Small
The Canadian Legal Guide for Small Business
The Canadian Small Business Survival Guide
Cases in Entrepreneurship
Confederation College Entrepreneurship
Contemporary Canadian Business Law
Co-operative Development: A Case Study
Co-operative Entrepreneurship: A Case Study
Critical Concepts of Canadian Business Law
Cyberlaw Canada
Don't Turn Out the Lights: Entrepreneurship
Employability Skills Toolkit for the
Entrepreneurship: Creating a Venture
Equal Pay
Exploring Business for the 21st Century
Generation Inc.: The 100 Best Businesses
Great Careers for **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
Have You Got What It Takes?
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
How to Make Money Growing Plants, Trees
Keyboarding With **(Out of Print Section)**
Make It Legal: What Every Canadian
Marketing Essentials
Money Management: A First Course
Personal Time Management
The Rule of Law: Canadian Business Law
Standard Legal Forms and Agreements for
Start and Run a Profitable Restaurant
Start and Run a Profitable Student-Run
Starting a Successful Business in Canada
Step Into the World of Workplace Learning: A
The Subject Is Marketing
Understanding Canadian Business
What No One Ever Tells You About Starting
The World of Business: A Canadian Profile

### Video

Against the Odds
Canadian Manufacturers and Exporters
Don't Risk Your Life
Dying to Work
Entrepreneurs
Entrepreneurship
Farm Profile Edukit 1 & 2
Growing From Within: A Practical Approach
Profiles of Success Series
Understanding Hazards and Risks
A Web Not a Ladder
WHMIS

# AGRICULTURE (VALUE-ADDED) CLUSTER

Agriculture Studies 30
Food Studies 10, 20, 30
Horticulture 10, 20, 30
Machining 10, 20, 30

# Agriculture Studies 30

## Titles and Descriptions

**Agribusiness: Decisions and Dollars** (Print-Non-Fiction). Elliot, Jack. Delmar Publications (NEL), 1998. 330 p. ISBN 0-8273-6729-5 ($55.00 hdc.).

Good farm accounting has become even more important in the global economy. This American resource provides a very thorough discussion of all the elements farmers will need for good financial management. A particular strength of the resource is its use of forms to track all the information a farmer must have and be able to process, in order to be successful. An index and a glossary are included.
**Suggested Use:** Agricultural Marketing
**Other Use:** Accounting

**Agricultural Equipment Operator Safety Series** (Video). Iowa State University Extension (ISU), 1999. 64 min. No order number is required. ($25.00 U.S.).

Although this is an American program, the content is still relevant to Saskatchewan schools. Seven short programs, from 8-to-10 minutes each, profile several aspects about the safe operation of farm machinery. Some of the topics covered include tractor safety on the road and in the field, the reason for farm accidents and the safe use of hydraulics.
**Suggested Use:** Safety; Technology in Agriculture

**Agriculture** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V712. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

(CAN) Agriculture is one the oldest sectors of the Canadian economy and Canada's third largest employer offering a wide range of careers. About 2 000 000 Canadians work in the agriculture and agri-food industry including farmers, suppliers, processors, transporters, grocers and restaurant workers. Featured in this program from the *Career Options for Women II Series* are a farm marketing representative, a production coordinator and a dairy farmer.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9; Life Transitions

**Agriculture & You: A Resource Book on Agriculture** (Print-Non-Fiction). Rempel, Karen and MacDonald, Iain. Canadian Western Agribition (CWA), 1996. 248 p. No order number is required. ($45.00 pbk.).

(SK) Developed as a resource to support the Canadian Western Agribition, this document provides general information pertaining to the agriculture sector in Western Canada. A section entitled "From Farm to You" includes information about the production, marketing and processing of various agricultural commodities. The information and activities are intended for use at the Elementary and Middle Levels. This resource includes a table of contents.

This resource was distributed free of charge to all Saskatchewan schools.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Agriculture in the Classroom Study Series** (Print-Non-Fiction). Agriculture in the Classroom (Sask.) Program (AITC), 1999-2002. No order number is required. ($FREE pbk.).

Recommended titles in this series include the following:

*Agriculture in Saskatchewan*
*Animal Agriculture*

*Bio-Technology*
*The Changing Face of Agriculture*
*Genetically Modified Organisms*
*Healthy Food, Healthy Body*
*Livestock*
*The Living Soil*
*Nutraceuticals*
*Plant Agriculture*
*Technology in Agriculture*
*Value-Added Crops*
*Water Is Life.*

(SK) This series consists of several booklets examining agriculture in Saskatchewan. Maps, charts, photographs and graphs are used along with a brief text to present background information on the history of agriculture in Saskatchewan and how it is changing. The changes discussed cover a wide range of topics. There are several teacher strategies included as well as a list of various resources.
**Suggested Use:** Agriculture Today; General; Survey Course - Middle Level; Survey Course - Secondary Level

**All About Food: Agri-Food Facts. 2nd ed.** (Print-Non-Fiction). Ontario Agri-Food Education, Inc. (AITC), 2000. 23 p. No order number is required. ($3.00 booklet).

(CAN) Contained within this booklet are a number of full-page colour charts that illustrate several aspects of agriculture in Canada. In addition to the standard chart on Canada's Food Guide, there is information about the amount of food Canadians consume, our changing eating habits, the affordability of food in Canada, the business of farming and what it takes to grow a hectare of wheat. The information on the charts provides excellent starting points for discussion.
**Suggested Use:** Agriculture Today; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Food Studies

**Beef Inc.** (Video). National Film Board of Canada (NFB), 1999. 51 min. Order no. C9199 055 ($49.95).

(CAN) In this video, three large corporations are profiled as they assume dominance over the beef production and distribution chain. As feedlots become the norm, the independent cattle producer is being forced out. The video provides an excellent examination of agribusiness versus the family farm.
**Suggested Use:** Agriculture Today
**Other Use:** Canadian Studies

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Canadian Agriculture at a Glance** (Print-Non-Fiction). Statistics Canada (STATS), 1999. 319 p. ISBN 0-660-59291-6 ($49.00 pbk.).

(CAN) Statistics Canada has produced a one-stop overview of Canadian agriculture in this resource. Using an excellent combination of photographs, charts, maps and readable text, it provides answers to most agricultural questions. The farm profiles section takes a look at the different types of farming such as

dairy, poultry, grain, hog and organic. This title also addresses environmental issues, the business side of farming and the human element. An index is included.
**Suggested Use:** General

**Canola: An Industry's Success** (Video). Canola Council of Canada **(MGR)**, 1992. 8 min. Dup. order no. V8448.

(CAN) This video outlines the value of canola to the agriculture industry and to the health of consumers.
**Suggested Use:** Agriculture Today; Value-Added and Diversified Agriculture

**Career Growth...It's a Way of Life: A Student Guide to Careers in Agriculture and Food Science** (Print-Non-Fiction). Canadian Federation of Agriculture (CFAG), 2002. 17 p. ISBN 0-9730574-2-4 ($FREE booklet). Facilitator's Guide - No order number is required. ($FREE pbk.).

(CAN) The student guide profiles 11 people with different careers in agriculture. The careers range from market analyst to molecular biologist to meat inspector. In addition to the profile, a sidebar provides additional information such as skills and education required, starting salary and the number of people currently employed in that field. The booklet is current, informative and attractive.

*Agriculture and Food Science Facilitator's Guide* offers 11 lessons dealing with the career opportunities profiled in the student guide. Each lesson provides objectives, an instruction outline and suggestions for further research or activities. Websites and a trivia challenge are included.
**Suggested Use:** Career Development

**Career Options for Women II Series** (Video). Please refer to the title: *Agriculture*.

**Careers in Agriculture: With an Environmental Focus** (Video). University of Saskatchewan (SFN), 1998. 16 min. No order number is required. ($FREE).

(SK) Through interviews with students at the College of Agriculture in Saskatoon and people working the field of agriculture, this program acknowledges the impact of agriculture, suggests solutions to problems and discusses new developments in agriculture. The students explain their programs and their reasons for pursuing this field of study. On site interviews are conducted with a research scientist, soil scientist and a soil management consultant. They answer questions relating to skills needed for their jobs, what they like about their jobs, future considerations and the impact their careers have on the environment. Viewpoints from both genders are represented in this timely video.
**Suggested Use:** Agriculture Today; Career Development

**The Challenge of Change: The Canadian Agriculture and Food Industry** (Print-Non-Fiction). Firminger, Ilze, Gaudio, Rick and Krause, Rhea. Agriculture and Agri-Food Canada (AITC), n.d. 64 p. No order number is required. ($5.00 loose-leaf).

(CAN) This resource provides 12 student-based activities and teacher background notes related to the Canadian agricultural industry. Topics covered include areas such as trends in the farming population, soil conservation, biotechnology and agriculture in the Canadian economy. Each activity is linked to curriculum, and strategies are suggested to make the best use of the background data presented.
**Suggested Use:** Agriculture Today; Survey Course - Secondary Level

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and WHMIS. Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, such as WHMIS, or all 12. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Welding

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level Schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/edcuation/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources

Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Farm Profile Edukit 1 & 2** (Video). Canadian Farm Business Management Council (CFBM), 2000. 35 min./54 min. No order number is required. ($58.00 set).

(CAN) The two videos in this kit profile successful value-added agricultural businesses. The emphasis is on direct marketing and management as farmers across the country set up ventures such as a vegetable market garden, organic meat products and a winery. Excellent background information is provided on the steps needed to be successful.
**Suggested Use:** Value-Added and Diversified Agriculture
**Other Use:** Entrepreneurship

**A Good Job for a Woman: Agriculture** (Video). (A Good Job for a Woman Series). Liber Films Inc. (OME), 1995. 24 min. Order no. 9-1425 ($255.00).

This video features interviews with women involved in agriculture. A hog farmer, an insect biologist, a greenhouse worker, a veterinarian and several other women in agriculture talk about what it was that inspired them to work in their particular fields. This resource provides excellent examples for young people who have dreams of farming or careers in related agricultural areas.
**Suggested Use:** Career Development

**A Good Job for a Woman Series** (Video). Please refer to the title: *A Good Job for a Woman: Agriculture.*

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very useful information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and support services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed, and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.
The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI ), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Agriculture Studies 30. Before choosing to purchase any resources, it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk. ca/docs/paa.html.

These and other agriculture studies resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Agribusiness: Decisions and Dollars** (Print-Non-Fiction). Elliot, Jack. Delmar Publications (NEL), 1998. 330 p. ISBN 0-8273-6729-5 ($55.00 hdc.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Canadian Agriculture at a Glance** (Print-Non-Fiction). Statistics Canada (STATS), 1999. 319 p. ISBN 0-660-59291-6 ($49.00 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
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E-mail:  vidlib@mg.sk.ca
NETSITE:  http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee.  Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes.  Please consult your latest catalogue for the procedures to order these titles:

**Agriculture** (Video).  (Career Options for Women II Series).  Third Wave Communications Inc. **(MGR)**, 2001.  24 min. Dup. order no. V712.  Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

**Canola: An Industry's Success** (Video). Canola Council of Canada **(MGR)**, 1992. 8 min.  Dup. order no. V8448.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003.  15 min. Dup. order no. V2238.  Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video).  (W5 Series).  CTV Television Network Ltd. **(MGR)**, 2000. 19 min.  Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on April 22, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*AgInfoNet.com*
http://www.aginfonet.sk.com

*AgriCarta*
http://www.aginfonet.com

*Agriculture and Agri-Food Canada Saskatoon Research Centre*
http://res2.agr.ca/saskatoon/index_e.htm

*AgWest Biotech Inc.*
http://www.agwest.sk.ca/

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Beef Information Centre*
http://www.beefinfo.org/

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canada Agriculture Online*
http://www.agcanada.com/home/index_800.aspx?mid=140

*Canada Beef Export Federation*
http://www.cbef.com/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*FarmCentre.com*
http://www.farmcentre.com/english/index.htm

*Health Canada*
http://www.hc-sc.gc.ca/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*PIMA Agricultural Manufacturers of Canada*
http://www.pima.ca/default.asp

*POS Pilot Plant Corporation*
http://www.pos.ca/

*Prairie Agricultural Machinery Institute (PAMI)*
http://www.pami.ca/

*Prairie Farm Rehabilitation Administration (PFRA)*
http://www.agr.ca/pfra/

*Prairie Swine Centre*
http://www.prairieswine.com/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Agriculture, Food and Rural Revitalization (SAF)*
http://www.agr.gov.sk.ca

*Saskatchewan Food Processors Association*
http://www.sfpa.sk.ca/home.asp

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Interactive - Agriculture*
http://interactive.usask.ca/ski/agriculture/index
html

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Research Council*
http://www.src.sk.ca/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*University of Saskatchewan College of Agriculture*
http://www2.ag.usask.ca/index.html

*University of Saskatchewan Crop Development Centre*
http://www.usask.ca/agriculture/plantsci/cdc.
html

*University of Saskatchewan Western College of Veterinary Medicine*
http://www.usask.ca/wcvm/

*Western Producer*
http://www.producer.com/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Agricultural Marketing**

Agribusiness: Decisions and Dollars

**Agriculture Today**

Agriculture in the Classroom Study
All About Food: Agri-Food Facts
Beef Inc.
Canola: An Industry's Success
Careers in Agriculture: With an
The Challenge of Change: The Canadian

**Career Development**

Agriculture
Blueprint for Life/Work Designs
Career Growth... It's a Way of Life: A Student
Careers in Agriculture and Food Science
Careers in Agriculture: With an
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
A Good Job for a Women
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning

**General**

Agriculture & You: A Resource Book
Agriculture in the Classroom
Canadian Agriculture at a Glance

**Safety**

Agricultural Equipment Operator Safety
Construction Safety Training System
Don't Risk Your Life
Dying to Work
Moving Online...More *Ready for Work*
Portable Extinguishers
Ready for Work
Understanding Hazards and Risks
WHMIS

**Survey Course - Middle Level**

Agriculture & You: A Resource Book
Agriculture in the Classroom
All About Food: Agri-Food
Helping Solve the **(Out of Print Section)**

**Survey Course - Secondary Level**

Agriculture & You: A Resource Book
Agriculture in the Classroom
All About Food: Agri-Food
The Challenge of Change: The
Helping Solve the **(Out of Print Section)**

**Teacher Reference**

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning

**Technology in Agriculture**

Agricultural Equipment Operator Safety

**Value-Added and Diversified Agriculture**

Canola: An Industry's Success
Farm Profile Edukit 1 & 2

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online...More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Construction Safety Training System
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

### Kit

Ready for Work

### Print-Non-Fiction

Agribusiness: Decisions and Dollars
Agriculture & You: A Resource Book on
Agriculture in the Classroom Study
All About Food: Agri-Food Facts
Blueprint for Life/Work Designs
Canadian Agriculture at a Glance
Career Growth… It's a Way of Life: A
The Challenge of Change: The Canadian
Employability Skills Toolkit for the Self
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning

### Video

Agricultural Equipment Operator Safety
Agriculture
Beef Inc.
Canola: An Industry's Success
Careers in Agriculture: With an
Don't Risk Your Life
Dying to Work
Farm Profile Edukit 1 & 2
A Good Job for a Woman: Agriculture
Portable Extinguishers
Understanding Hazards and Risks
WHMIS

# Food Studies 10, 30

## Titles and Descriptions

**Adolescent Nutrition Series** (Video). Please refer to the title: *Going Vegetarian*.

**Advanced.fst: Food Safety Training in Canada: Manager Certification Coursebook. Canadian ed.** (Print-Non-Fiction). Educational Foundation of the National Restaurants (KCL), 2001. 182 p. ISBN 0-920591-03-5 ($88.00 pbk.).

(CAN) Although this resource has been created as a self-contained coursebook with quizzes, the information is very valuable for anyone working in the food industry. Four key areas are examined: the challenges to food safety, the flow of food, developing a food safety system and maintaining sanitary facilities and equipment. Each area uses a step-by-step approach to present the information and encourage learning. Drawings and photographs illustrate the key points. An index and a glossary are included.
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Adventures in Food and Nutrition** (Print-Non-Fiction). Byrd-Bredbenner, Carol. Goodheart-Willcox Publisher (NEL), 2003. 622 p. ISBN 1-56637-834-6 ($82.25 hdc.).

This American book provides basic information about food and nutrition such as cooking with microwaves, kitchen safety, tools and appliances, snacks and smart shopping. Each chapter begins with objectives and new terms and concludes with a summary, review questions and activities. Many coloured photographs and charts add to the well-organized text. This resource includes a table of contents, a nutritive values of foods table, a glossary and an index. The teacher's resource guide includes chapter-by-chapter objectives, bulletin board ideas, teaching materials, activities and teaching strategies.
**Suggested Use:** General; Survey Course - Secondary Level

**All About Fat** (Video). Medical Audio Visual Communications Inc. (MAVC), 1996. 16 min. Order no. NHV033 ($89.00).

Using a straightforward instructional style, this video takes a detailed look at the fat in our diets. A definition of fat is given and the difference between fat-free food and calorie-free food is discussed. Many frequently asked questions about fat are addressed.
**Suggested Use:** Food and Nutrition

**All About Food: Agri-Food Facts. 2nd ed.** (Print-Non-Fiction). Ontario Agri-Food Education, Inc. (AITC), 2000. 23 p. No order number is required. ($3.00 booklet).

(CAN) Contained within this booklet are a number of full-page colour charts that illustrate several aspects about agriculture in Canada. In addition to the standard chart on Canada's Food Guide there is information about the amount of food Canadians consume, our changing eating habits, the affordability of food in Canada, the business of farming and what it takes to grow a hectare of wheat. The information contained within the charts is an excellent starting point for discussion.
**Suggested Use:** Canadian Food Mosaic; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Agriculture

**Amazing Grains** (Video). Learning Seed Company (MCI), 1998. 20 min. Order no. 200107-61 ($119.00).

This video has a good correlation with the units on breads and grains. The video shows what grain is, where it comes from, its nutritional value and how it is turned into food products. In addition to the staples such as rice, wheat and corn, more esoteric grains

such as buckwheat, kasha and quinoa are discussed.
**Suggested Use:** Learning About Foods

**At Issue Series** (Print-Non-Fiction). Please refer to the title: *Food Safety*.

**BASICS.fst: Food Safety Training in Canada** (Print-Non-Fiction). Kostuch Publications Ltd./TrainCan (KCL), 2000. 65 p. ISBN 0-9662650-2-5 ($15.95 pbk.).

(CAN) Considering the size of this booklet, there is a wealth of information that the classroom teacher will find directly applicable to the classroom. In addition to background information about personal hygiene, cleaning and sanitizing, applying food-safety concepts and food-safety regulations, there are several excellent teaching activities. The index and glossary of terms are combined into one section.
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**The Best Breakfast** (Video). Learning Seed Company (MCI), 1994. 22 min. Order no. HLS179-VHS ($129.00).

By meeting people with differing ideas about eating breakfast, the viewer learns the importance of nutrition and the morning meal. This informational program explores the significance of maintaining a healthy, well-balanced diet. The American Food Pyramid is referred to in this program.
**Suggested Use:** Food and Nutrition

**Beyond Fast Foods: Nutrition Teaching Kit: Grades 10-12** (Kit). Fraser Health Authority, (FHA). 2002. No order number is required. ($20.00).

(CAN) While this resource has been written specifically to support the Career and Personal Planning Curriculum in British Columbia, the package does contain a great deal of information that is applicable to Saskatchewan curricula. The main item within the kit is an information package containing several teaching ideas and activities related to nutrition and healthy eating. In addition, there are posters and background information dealing with Canada's Food Guide. The resource is very teacher friendly and will provide many useful ideas for the classroom.
**Suggested Use:** Food and Nutrition
**Other Use:** Wellness 10

**Beyond Nutrition: Eating for Health** (Video). Learning Seed Company (MCI), 1998. 22 min. Order no. 200104 ($129.00).

Proper nutrition and health are the focus of this video, but in a different way. It introduces the world of phytochemicals and new disease-fighting research. The research suggests there are hundreds of ingredients within food that prevent mascular degeneration, stop tumours and cut the risk of strokes. The overall message for students is that everyday eating habits can have a profound effect on long-term health.
**Suggested Use:** Food and Nutrition

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.

**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Calcium Calculator** (CD-ROM). BC Dairy Foundation (BCD), 2000. No order number is required. ($10.00).

(CAN) This is an easy-to-use and informative program about nutrition and diet. Program users analyze their eating habits in the first stage of the CD. The program then calculates the amount of calcium they are receiving each day. If the user's calcium intake is below the recommended daily intake, a kitchen is shown and there is an opportunity to select the foods that will increase the intake of calcium.
**Suggested Use:** Food and Nutrition; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Health Education: Grades 6 to 9

**Canada's Edible Wild Plant Series** (Print-Non-Fiction). Please refer to the title: *Edible Wild Fruits and Nuts of Canada.*

**Canada's Guide to Healthy Eating** (Video). Medical Audio Visual Communications Inc. (MAVC), 1997. 18 min. Order no. NHV026 ($89.00).

(CAN) Based on our *Guidelines for Healthy Eating,* this video looks at the four basic food groups, the recommended servings and how to use the guide in evaluating combination foods.
**Suggested Use:** Canadian Food Mosaic; Food and Nutrition

**Career Options for Women Series** (Video). Please refer to the title: *Culinary.*

**Chemistry of Cooking** (Video). Classroom Video (CVO), 2000. 20 min. No order number is required. ($79.00).

This program looks at basic physical and chemical changes to food during preparation and cooking. While this may sound rather technical, the video is very interesting and entertaining in addition to being educational. As the chef whips up an egg sponge, many chemical changes are illustrated.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking

**The Complete Food Guide** (Print-Non-Fiction). QA International (QAI), 1999. 224 p. ISBN 2-89037-956-6 ($12.95 pbk.).

(CAN) As the subtitle indicates, this book is a "shopper's guide to more than 1000 ingredients." Foods such as vegetables, fruits, herbs, cereals, poultry, fish and meat are covered. Each food category contains several colour pictures of specific food items such as turnips, yams, limes, coffee, wild rice, trout and venison. In addition to the picture, there is a concise description of the food, how and where it grows and the best way to prepare and serve it. A table listing the nutritional value of everyday foods is also included. This is an excellent handbook with a wealth of information for students and teachers.
**Suggested Use:** Food and Nutrition; Learning About Foods
**Other Use:** Horticulture

**Computers in Food Technology** (Video). Classroom Video (CVO), 2000. 22 min. No order number is required. ($75.00).

Computers and food are two concepts that are not usually associated together. Many consumers are not aware of the major role that information technology plays in market research, the test kitchen and labelling. Loyalty cards are used to track consumer trends while databases and spreadsheets are used to assess the nutritional qualities of test recipes. This video does an excellent job of illustrating the importance of IT in the food industry.
**Suggested Use:** Current Food Issues

**Cookies and Crackers** (Video). Classroom Video **(MGR)**, 1994. 22 min. Dup. order no. V2940. Teacher's Notes - Order no. G2940 ($1.00 loose-leaf).

This program shows stages in food processing and manufacturing. The video is a study of cookie manufacturing, a behind-the-scenes visit to the Arnott's cookie factory. Food ingredients are examined using two types of cookie dough. The program explains how fat is used to give a short texture. The detailed commentary outlines how cookies are formed, shaped, baked and hygienically packaged on the production line. Quality assurance is explained by testing a product for contamination. The program examines the development of a new product in the pilot plant, including testing and market research.

Supporting print is available from Media Group.
**Suggested Use**: Food Preparation; Food Safety

**Culinary** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6846. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This program highlights the culinary arts. The "career menu" includes a baker, a butcher and a chef. Viewers are informed that on average, women fill less than 30 percent of these positions. However, with nearly a million Canadians working in the food service industry, this career field offers a wealth of opportunity. In fact, the food service industry is the third largest private sector employer in Canada. This program introduces three dynamic women whose recipe for success is a culinary career.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Culinary Art in Fresh Produce: Be a Magician in the Kitchen!** (Video). Kane, Ed. Culinary Corner (CUL), 1997. 25 min. Order no. 0038 ($29.95 U.S.).

In this interesting program, chef Ed Kane demonstrates creative garnish ideas using radishes, tomatoes, squash, melons and other produce items. Each is prepared using three kitchen tools: a paring knife with a flexible blade, a large knife and an apple sectioner.
**Suggested Use:** Food Preparation

**Developing New Food Products** (Video). Classroom Video (CVO), 2000. 22 min. No order number is required. ($79.00).

Although this program is Australian in origin, the basic steps involved in the development of a new food product are applicable to Canada as well. The five steps covered include market research, concept development, prototype testing, manufacturing and advertising.
**Suggested Use:** Current Food Issues

**Discovering Food and Nutrition. 6th ed.** (Print-Non-Fiction). Kowtaluk, Helen. Glencoe/McGraw Hill (MHR), 2001. 384 p. ISBN 0-02-647265-1 ($47.56 hdc.).

This resource provides basic information about food and nutrition. The short chapters are interspersed with many coloured photographs, charts, diagrams and recipes. This American text uses the "food pyramid." Included in this resource are a table of contents, a glossary and an index.
**Suggested Use:** General; Survey Course - Middle Level

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Edible Wild Fruits and Nuts of Canada** (Print-Non-Fiction). Turner, Nancy J. and Szczawinski, Adam F. (Canada's Edible Wild Plant Series). Fitzhenry & Whiteside (FHW), 1988. 212 p. ISBN 0-88902-751-X ($12.95 pbk.).

(CAN) This book features 35 of the most common edible wild fruit and nut species in Canada. Each wild fruit or nut is pictured in a full-colour photograph or with a simple but precise black- and-white sketch. A complete botanical description for each item is supplied, including habitat and distribution. Instructions are provided for collection and preparation including approximately three recipes for each item, with ingredients listed in both Metric and Imperial quantities. The recipes are for jams, jellies, beverages, wines, pies, desserts, main dishes and snacks. Wherever possible, a brief history is given and where necessary, a potential warning of toxic qualities. Other interesting tidbits such as applications for technology, medicine and cosmetics are discussed. A glossary and an index are included.
**Suggested Use:** Food Preparation

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
**Suggested Use:** Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Essentials of Cooking** (Print-Non-Fiction). Peterson, James. Artisan Press Ltd. (ALL), 1999. 299 p. ISBN 1-57965-120-8 ($59.95 hdc.).

This well-illustrated resource contains over 150 recipes that can be applied to home cooking or restaurant use. The book covers everything from the basics such as peeling vegetables and making a green salad to recipes for vegetables, fish, poultry and meat. There is also a section that gives tips on topics such as filleting a salmon, cutting up a rabbit or curing seafood. The excellent colour photographs make the recipes come alive. An index and a glossary are included.
**Suggested Use:** Food Preparation; Survey Course - Secondary Level
**Other Use:** Commercial Cooking

**Etiquette, Manners, and Rituals With Food** (Video). Classroom Video (CVO), 2000. 21 min. No order number is required. ($79.00).

This program follows a group of young adults in order to explore the etiquette, manners and rituals associated with food. The four parts covered include the symbolic role of food, the rules of etiquette in different cultures, food as celebration and the social uses of food.
**Suggested Use:** Learning About Foods

**European Perspectives Series** (Print-Non-Fiction). Please refer to the title: *Food: A Culinary History From Antiquity to the Present.*

**Everything You Need to Know About Eating Smart. 1st ed.** (Print-Non-Fiction). Weintraub, Aileen. (The Need to Know Library Series). Rosen Publishing Group (SBC), 2000. 64 p. ISBN 0-8239-3082-3 ($32.35 hdc.).

For the reluctant student, this resource may provide an ideal approach to developing a healthy eating style. Basic information is given on nutrition, eating habits, dieting and eating disorders. The chapters are short with easy-to-read text and photographs. An index and glossary are included. The American food pyramid will need to be supplemented by the Canadian food guide.
**Suggested Use:** Current Food Issues; Survey Course - Middle Level
**Other Use:** Health Education: Grades 6 to 9

**The Exercise and Nutrition Connection** (Video). Meridian Education Corporation **(MGR)**, 1996. 17 min. Dup. order no. V3002. Teacher's Guide - Order no. G3002 ($0.70 loose-leaf).

When it comes to maintaining good health, nutrition and exercise go hand-in-hand. This program shows how one's metabolism is affected by eating and exercise. It discusses the foods to include in a healthy diet and those that should be limited. It also stresses how different types of exercise will help people to become physically fit.
**Suggested Use:** Food and Nutrition
**Other Use:** Health Education: Grades 6 to 9; Wellness 10

**Fast Food Nation: The Dark Side of the All-American Meal** (Print-Non-Fiction). Schlosser, Eric. Houghton Mifflin Company (ALL), 2001. 356 p. ISBN 0-395-97789-4 ($38.95 hdc.).

This is an excellent resource that can encourage students to understand the influence the fast food industry has on diet, employment, lifestyle and society as a whole. The author has used an investigative style of writing to unravel many disturbing truths about the fast food industry. The discussion ranges from American cultural imperialism to an epidemic of obesity, but the facts are clearly presented. Students may not approach fast food with the same attitude after reading this

book. Black-and-white photographs illustrate the key points. An index is included.
**Suggested Use:** Current Food Issues; Teacher Reference
**Other Use:** Commercial Cooking; Social Studies 20

**The Fats of Life** (CD-ROM). Learning Seed Company (MCI), 1997. No order number is required. ($129.00).

Divided into seven sections, this program examines various aspects of fat. Basic information is presented, and then students move into a more interactive presentation. Some of the topics covered include dining out, low-fat cooking ideas and nutritional makeover. The program is upbeat, informational and fun.
**Suggested Use:** Food and Nutrition; Food Preparation; Learning About Foods

**The Flavours of Canada: A Celebration of the Finest Regional Foods** (Print-Non-Fiction). Stewart, Anita and Wiginton, Robert, illus. Raincoast Books (RAI), 2000. 224 p. ISBN 1-55192-182-0 ($34.95 hdc.).

(CAN) In this beautifully illustrated book, each of the regions in Canada has a well-written discussion about its local cuisine. Following this, a number of recipes that use local foods are included. Several Saskatchewan products and restaurants are profiled. While some of the recipes may be a little on the exotic side, the book does provide an excellent overview to the culinary culture of Canada. An index is included.
**Suggested Use:** Canadian Food Mosaic

**Food: A Culinary History From Antiquity to the Present** (Print-Non-Fiction). Flandrin, Jean-Louis, Montanari, Massimo and Sonnenfeld, Albert, eds. (European Perspectives Series). Columbia University Press (CUPR), 1999. 592 p. ISBN 0-231-11154-1 ($39.95 U.S. hdc.).

From feeding strategies in prehistoric times to the "McDonaldization" of culture, this resource provides a fascinating look at food throughout history. The eating habits and the culinary customs of several cultures are described. Whether it is learning about the civic ritual of Greek meals, the contributions of Arab cuisine to Europe, medieval cooking equipment or the rise of the restaurant, this book will encourage students to learn about the connection between culture and food. Several works of art are used to illustrate key time periods. An index is provided.
**Suggested Use:** Learning About Food; Teacher Reference

**Food: A Multi-Cultural Feast** (Video). Learning Seed Company (MCI), 1997. 20 min. Order no 200089 ($129.00).

A simple question is posed at the start of this video that effectively sets the tone, "Why do supermarkets sell food for cats but not cats for food?" While this may appear to be an outrageous comment to some, for others it would be very logical to sell cats as food. This video does an excellent job of examining the cultural differences that exist with food and eating habits.
**Suggested Use:** Learning About Foods

**Food Additives: Do You Know What You Eat?** (Video). Learning Seed Company **(MGR)**, 1996. 24 min. Dup. order no. V2939. Teacher's Guide - Order no. G2939 ($1.70 loose-leaf).

This video explains the most common food additives, why they are used and how the consumer should deal with them. Two sides of the food additives issue are addressed in this program.
**Suggested Use:** Food Additives

**Food Additives: Substances Added in Food Processing** (Video). Classroom Video **(MGR)**, 1997. 25 min. Dup. order no. V6736. Teacher's Guide - Order no. G6763 ($0.80 loose-leaf).

This video discusses the different uses for food additives and shows how manufacturers introduce them during processing. The effects of additives on flavour, appearance and texture are addressed.

Supporting print material is available from Media Group.
**Suggested Use:** Food Additives

**Food Alert!: The Ultimate Sourcebook for Food Safety** (Print-Non-Fiction). Satin, Morton. Facts on File, Inc. (ERD), 1999. 306 p. ISBN 0-8160-3935-6 ($53.70 hdc.).

This resource offers very practical advice on how to avoid health risks associated with the buying, handling and preparation of various foods. The sources of disease within each food category are examined as well as the best practices that consumers can use to protect themselves. An index and a glossary are included.
**Suggested Use:** Food Safety

**Food Borne Illnesses** (Video). (Kitchen Safety Series). Cambridge Educational (KIN), 1995. 35 min. Order no. 4033 ($129.95). Set of 3 programs, including 10 posters - Order no. 4030/0405 ($365.00).

This informative program takes an in-depth look at the practices food handlers should follow to prevent the spread of bacteria. Thawing food, shopping, sanitation, cooking and storage are some of the topics covered. The symptoms and causes of E. Coli and salmonella are addressed.

Please note that this title is available in a set that includes 10 posters and the videos *Food Safety* and *Kitchen Safety Essentials* (also annotated in this bibliography).
**Suggested Use:** Food Safety

**Food Design** (Video). Classroom Video (CVO), 2000. 20 min. No order number is required. ($79.00).

The aim of this program is to give students the inspiration, confidence and knowledge to be creative when designing a new food product. The characteristics and properties of food are examined, and this knowledge is used to create new recipes and presentations.
**Suggested Use:** Food Preparation; Learning About Food
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Food for Life** (Print-Non-Fiction). Siebert, Myrtle and Kerr, Evelyn. McGraw-Hill Ryerson Limited (MHR), 1994. 401 p. ISBN 0-07-551544-X ($55.95 hdc.).

(CAN) This excellent resource written by Canadians for Canadians, encourages students to examine their food habits and those of their families in relation to social, cultural, psychological and nutritional factors. In Unit One entitled "Food Perspectives," students learn about the factors that influence their choices of food. Unit Two entitled "Food Management," includes information on kitchen basics, buying and storing food, and serving and eating food. "Food Preparation," the topic for Unit Three, follows *Canada's Food Guide to Healthy Eating*. Unit Four covers issues dealing with Canada's own food heritage, cultural foods, and global food issues. The last unit deals with the science of food and how the body uses food. In each unit overview, suggestions are given that enable students to demonstrate, apply, review and extend their knowledge. The abundance of coloured photographs, charts, diagrams and cartoons makes this a good resource for teachers and students. This book includes a table of contents, a glossary and an index.
**Suggested Use:** General: Survey Course - Secondary Level

**Food for Today. 7th ed.** (Print-Non-Fiction). Kowtaluk, Helen and Kopan, Alice Orphanos. Glencoe/McGraw Hill (MHR), 2000. 720 p. ISBN 0-02-643048-7 ($75.55 hdc.).

The large text, bolded headings, diagrams, charts and coloured photographs make this a very practical resource for students. Unit One contains information on food and nutrition. Unit Two discusses workspace, tools and techniques. Consumer decisions are covered in Unit Three. Unit Four focuses on foods for meals and snacks. Unit Five explores foods from around the world as well as careers in

food and nutrition. This book includes a table of contents, a glossary, a nutritive value of foods appendix and an index.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Food Habits of Canadians: Changing Nutrition Issues** (Print-Non-Fiction). Pasut, Laura. Beef Information Centre (BIC), 2001. 29 p. ISBN 0-9681693-3-3 ($FREE booklet).

(CAN) This short and colourful booklet presents the findings of a research study into the food habits of Canadians. Along with the brief summations related to food groups, macronutrients and micronutrients, there are activities for each chapter. Photographs, charts, graphs and tables supplement the easy-to-read text.

This document can be downloaded from www.beefinfo.org/orders_sql.cfm?cat=4.
**Suggested Use:** Canadian Food Mosaic; Food and Nutrition; Survey Course - Middle Level

**Food Preparation. 2nd ed.** (Print-Non-Fiction). Haines, Robert G. and Miller, R. T. American Technical Publishers, Inc. (NEL), 1999. 604 p. ISBN 0-8269-4436-1 ($79.95 hdc.).

This resource is very comprehensive in nature and covers all elements of food preparation from careers and tools to cooking appetizers, beef and cakes. Each chapter provides an excellent overview to the food being discussed and then presents several recipes in a very clear format. The recipes are written for large servings – 25 to 50. Trade tips, colour photographs, drawings and charts are used throughout the book. This is an excellent resource that provides an overview to the field. Due to the American nature of the book, no Metric measurements are used. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Food Preservation: The Principles of Food Preservation** (Video). Classroom Video **(MGR)**, 1995. 26 min. Dup. order no. V2937. Teacher's Guide - Order no. G2937 ($1.00 loose-leaf).

This program looks at food preservation methods and the factors that cause food to spoil. Viewers go behind the scenes in cheese and dairy factories and into the food laboratories where commercial freezing and canning processes are demonstrated. Environmental conditions and packaging are important factors in food preservation and manufacturers meet changing consumer preferences. Factors affecting food preservation are examined: reasons for preserving food, enzyme activity in food, methods for controlling the growth of micro-organisms, methods for killing micro-organisms, environmental factors, hygiene and packaging.

Supporting print material is available from Media Group.
**Suggested Use:** Current Food Issues; Food Safety

**Food Safety** (Print-Non-Fiction). (At Issue Series). Egendorf, Laura K., ed. Greenhaven Press (SBC), 2000. 126 p. ISBN 0-7377-0150-1 ($23.85 pbk.).

In a collection of short and concise articles, several experts in the field discuss the issues surrounding food safety today. Going beyond the actual handling of food, this American resource examines the bigger picture within society as a whole. Factory farming, pesticides, irradiation, biotechnology and genetic engineering are just a few of the topics covered. A key feature of the book is the inclusion of several points of view. The information concerning laws and legislation will need to be supplemented by Canadian data. An index is included.
**Suggested Use:** Current Food Issues; Food Safety; Teacher Reference

**Food Safety** (Video). (Kitchen Safety Series). Cambridge Educational (KIN), 1995. 90 min. Order no. 4032 ($129.95). Set of 3 programs, including 10 posters - Order no. 4030/0405 ($365.00).

This program explains why safe food handling procedures are essential in the kitchen. Demonstrations of proper and improper procedures include hand washing, contamination of tools and surfaces, safe temperature zones for food storage, proper handling of poultry and other potential trouble foods, and the use of suitable storage containers. Students working in the food service industry will benefit from this information.

Please note that this title is available in a set that includes 10 posters and the videos *Food Borne Illnesses* and *Kitchen Safety Essentials* (also annotated in this bibliography).
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Food Safety: The Usual Suspects** (Video). Classroom Video (CVO), 1999. 27 min. No order number is required. ($79.00).

Although this video was produced in a very traditional style, the information presented is quite useful. From the raw materials to the supermarket shelves, students see how producers ensure that food is safe. The importance of hygiene, sources of food poisoning and storage are a few of the topics covered.
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Food Science: Kitchen Mysteries Revealed** (Video). Learning Seed Company (MCI), 2000. 22 min. Order no. 200112 ($129.00).

What do eggs and popcorn have in common? Why does cream whip? How do dark and white meat differ? By answering these and other questions, this interesting video explores the science behind everyday cooking.

A small teacher's guide accompanies the video.
**Suggested Use:** Learning About Foods
**Other Use:** Science 10

**Food Science: The Biochemistry of Food and Nutrition. 4th ed.** (Print-Non-Fiction). Mehas, Kay Yockey and Rodgers, Sharon Lesley. Glencoe/McGraw Hill (MHR), 2002. 496 p. ISBN 0-07-822603-1 ($65.35 hdc.).

According to the authors, a chemistry teacher and a home economics teacher, "Food science is the study of the production, processing, preparation, evaluation, and utilization of food." Following a general introduction to food science, information about a food science lab and the chemistry of food is provided. This section also includes tips on doing experiments and careers connected with the food science field. Nutrition, food processing and the chemistry behind these areas is stressed in the closing units. The American information will need to be supplemented by Canadian data. Many colour photographs and drawings support the text. An index and a glossary are included.
**Suggested Use:** Learning About Food; Survey Course - Secondary Level

**FoodFocus: Nutrition Analysis for Education: Version 3.2 NT** (Computer Software). FoodFocus (FOD), 2000. No order number is required. ($159.00).

(CAN) *FoodFocus* is a computer program for nutrition analysis. Students can select from over 1250 foods from the Health Canada Condensed Nutrient File. By using this program, students will be able to analyze their diets, grocery lists and recipes and at the same time learn more about the importance of good nutrition. This program is easy to use with many pictographs and bar graphs.

The accompanying manual provides excellent support for the software.
**Suggested Use:** Food and Nutrition; Learning About Foods

**Going Vegetarian** (Video). (Adolescent Nutrition Series). Classroom Video **(MGR)**,

2001. 16 min. Dup. order no. V3085. Teacher's Guide - order no. G3085 ($0.17).

Vegetarianism is more than not eating red meat. There are several different levels of vegetarianism, and this video does a good job of describing them. Following a general discussion on the types of vegetarianism, it focuses on informing teens how to have a safe and healthy vegetarian diet. Practical ideas are given on how to obtain adequate amounts of iron each day as well as calcium and legumes. Recipe suggestions are also discussed.
**Suggested Use:** Current Food Issues; Food Preparation
**Other Use:** Health Education: Grades 6 to 9

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and pertinent services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Guide to Good Food** (Print-Non-Fiction). Largen, Velda L. and Bence, Deborah L. Goodheart-Willcox Publisher (NEL), 2002. 718 p. ISBN 1-56637-765-X ($85.50 pbk.).

This comprehensive text about food and nutrition is designed to help the reader make healthy food choices. Four main areas are addressed: the importance of food, management of food, preparation of food and foods of the world. A career component is embedded in each chapter. Many coloured photographs, charts, and consumer and safety tips are used throughout. This book is written from an American perspective. Included in this resource are a table of contents, a nutritive value of foods appendix, a glossary and an index.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Commercial Cooking

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.

**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**How It All Vegan!: Irresistible Recipes for an Animal-Free Diet** (Print-Non-Fiction). Barnard, Tanya and Kramer, Sarah. Arsenal Pulp Press Limited (ARS), 1999. 224 p. ISBN 1-55152-067-2 ($19.95 pbk.).

(CAN) As this text is written in an easy-to-read style, students will find the many recipes easy to follow. Although there is not much background or science about vegetarianism, the recipes are complete and varied. The concept of vegetarianism is shown from a multicultural point of view. An index and a glossary of vegan no-no's is included.
**Suggested Use:** Current Food Issues
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Kitchen Safety Essentials** (Video). (Kitchen Safety Series). Cambridge Educational (KIN), 1995. 90 min. Order no. 4031 ($129.95). Set of 3 programs, including 10 posters - Order no. 4030/0405 ($365.00).

Focusing on safety in the kitchen, this informative video covers such topics as cleaning and sanitizing, proper use and storage of knives, food safety and storage and dealing with kitchen fires. It emphasizes that learning the proper kitchen procedures may help disasters to be prevented.

Please note that this title is also available in a set that includes 10 posters and the titles *Food Borne Illnesses* and *Food Safety* (also annotated in this bibliography).
**Suggested Use:** Food Safety; Kitchen Basics; Safety; Survey Course - Middle

**Kitchen Safety Series** (Video). Please refer to the titles: *Food Borne Illnesses, Food Safety* and *Kitchen Safety Essentials.*

**Leslie Beck's Nutrition Encyclopedia: Managing Over 75 Health Concerns With Diet, Vitamins, Minerals and Herbs** (Print-Non-Fiction). Beck, Leslie. Prentice Hall Inc. (CDS), 2001. 614 p. ISBN 0-13-031979-1 ($13.95 pbk.).

(CAN) As health care becomes an increasingly important issue in society, many people are turning to self-help books to provide guidance for a healthy lifestyle. Although quite authoritative in nature, this resource could be viewed as controversial by some. While it does discuss how diet and natural food products can be used to improve your health, it is not intended as a replacement for conventional medicine. The author has provided excellent background information on diet and nutrition, herbs and their use in a healthy lifestyle and an A-to-Z listing of health concerns. Each of the conditions described presents a diet strategy for preventing and managing the illness. An index is included.
**Suggested Use:** Current Food Issues; Teacher Reference

**Leslie Beck's 10 Steps to Healthy Eating: How to Boost Energy, Manage Weight and Prevent Disease With Food, Diet and Nutrition** (Print-Non-Fiction). Beck, Leslie. Viking Penguin (CDS), 2002. 242 p. ISBN 0-670-04331-1 ($35.00).

(CAN) Most Canadians recognize nutrition as an essential element to a healthy lifestyle, but often there is confusion about the best direction to take. This resource does an excellent job of presenting the facts about healthy eating and avoids the fads and gimmicks that are so prevalent. The expanded table of contents allows easy access to short sections related to topics such as what are carbohydrates, protein in foods, strategies to eat more fruits and vegetables, successful weight loss and reasons to exercise. Tip sheets, quizzes, meal planners and recipes enhance the usefulness of the book. An index is included.
**Suggested Use:** Food and Nutrition
**Other Use:** Wellness 10

**Life in the Fast Food Lane** (Video). Cambridge Educational (MCI), 1997. 30 min. Order no. 010148 ($109.00).

Although this video is American, the issues surrounding the over dominance of fast food in diets are very familiar to Canadians. Tips are offered for making wise fast food choices and for cutting fat and calories. A comparison of the nutritional value found in many fast food items is also given.
**Suggested Use:** Current Food Issues
**Other Use:** Wellness 10

**Low Fat Cooking** (Video). Meridian Education Corporation (MHR), 1994. 15 min. ISBN 0-02-639669-6 ($91.20).

This program includes information about the fat content in the foods we eat, and it suggests ways to reduce the amount of fat in our diets. The video demonstrates that healthy eating means choosing lower fat foods and using methods of cooking that require little or no fat.
**Suggested Use:** Food and Nutrition; Food Preparation; Learning About Foods

**Minerals You Eat: From Calcium to Zinc** (Video). Learning Seed Company **(MGR)**, 1996. 22 min. Dup. order no. V6791. Teacher's Guide - Order no. G6791 ($2.80 loose-leaf).

In this program the viewers learn about macrominerals (e.g., calcium, potassium and magnesium), and microminerals (e.g., iron, zinc and copper) and the role they play in maintaining a healthy body.

The brief guide includes useful charts, quizzes and topics for discussion.
**Suggested Use:** Food and Nutrition

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**The Need to Know Library Series** (Print-Non-Fiction). Please refer to the title: *Everything You Need to Know About Eating Smart.*

**The New Complete Book of Food: A Nutritional, Medical, and Culinary Guide** (Print-Non-Fiction). Rinzler, Carol Ann. Facts on File, Inc. (ERD), 1999. 440 p. ISBN 0-8160-3987-9 ($69.05 hdc.).

From A to Z, this resource provides nutritional, culinary and consumer information about most foods. Foods such as beets, gelatin, flour, oranges and poultry are covered in a three-to-six-page spread. Topics such as nutrients, nutritious serving ideas, buying, storing, preparing and cooking are then discussed for each of these foods. The book provides an easy and authoritative way to access important nutritional information. An index is included.
**Suggested Use:** Food and Nutrition; Teacher Reference
**Other Use:** Commercial Cooking

**Nutrition & Wellness** (Print-Non-Fiction). Duyff, Roberta Larson. Glencoe/McGraw-Hill (MHR), 2000. 576 p. ISBN 0-02-643216-1 ($79.90 hdc.).

Using an easy-to-read text and colourful illustrations, this resource provides students with an excellent introduction to food, nutrition and its role in a wellness lifestyle. Several practical suggestions are given on how best to prepare healthy meals and snacks. Information is also provided on topics such as shopping smart, making healthy choices at

restaurants and how to fuel up for fitness. It will be essential to supplement the American food pyramid and guidelines with Canadian information. The book would be ideal at the Grade 9 and 10 level as it includes many ideas for student projects. An index and a glossary are included.
**Suggested Use:** Food and Nutrition; Food Preparation; Survey Course - Middle Level
**Other Use:** Wellness 10

**Nutrition, Food and Fitness: The Science of Wellness** (Print-Non-Fiction). West, Dorothy F. Goodheart-Willcox Publisher (NEL), 2004. 510 p. ISBN 1-56637-933-4 ($83.95 hdc.).

Using nutrition as the core concept, this resource takes a comprehensive look at the concept of wellness. The first four sections look at many aspects of nutrition such as food choices, guidelines, energy and non-caloric nutrients and management of nutrition as a lifelong activity. The second half of the book looks at exercise, fitness, stress, substance abuse, wise consumerism and how to make informed choices. Each chapter begins with objectives and terms to know and has a summary, questions for review and further research at the end of each chapter. The colour photographs, drawings, charts and tables all help to make the book very user friendly. An index and a glossary are included.
**Suggested Use:** Food and Nutrition; Survey Course - Secondary Level
**Other Use:** Wellness 10

**Nutrition for Foodservice and Culinary Professionals. 4th ed.** (Print-Non-Fiction). Drummond, Karen Eich and Brefere, Lisa M. John Wiley & Sons Canada, Ltd. (WIL), 2001. 574 p. ISBN 0-471-34777-9 ($105.50 hdc.).

Although written for the American market, this very complete resource can provide some excellent background information to virtually all areas related to nutrition. The expanded table of contents makes it relatively easy to locate detailed information concerning calories, functions of carbohydrates, fibre in food or the functions of lipids. The book also goes beyond the realm of food and discusses healthy menus, marketing a light menu, weight management, nutrition and disease and nutrition over the life cycle. Charts and graphs supplement the text. Canadian data will need to be inserted whenever regulations or food guides are being discussed. An index and a glossary are included.
**Suggested Use:** Food and Nutrition
**Other Use:** Commercial Cooking

**Nutrition for Foodservice Managers: Concepts, Applications, and Management** (Print-Non-Fiction). Mahmood, A. Kahn. John Wiley & Sons Canada, Ltd. (WIL), 1998. 393 p. ISBN 0-471-12951-8 ($97.50 hdc.).

When a teacher needs comprehensive and detailed information about nutrition, nutrients, recipe development and menu planning, this resource will be very suitable. It is scientific in its approach and uses American guidelines, but useful background information can still be obtained. An index and a glossary are included.
**Suggested Use:** Food and Nutrition
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**On Cooking: A Textbook of Culinary Fundamentals. 2nd Canadian ed.** (Print-Non-Fiction). Labensky, Sarah R., et al. Pearson Education Canada (PRN), 2003. 1082 p. ISBN 0-13-039956-6 ($83.25 hdc.).

(CAN) This is one of the few texts "published expressly for Canadian students and instructors" in the culinary arts. While the emphasis is on culinary principles and procedures, the "how" and "why" of cooking are also covered. The first section examines the professionalism behind the industry. Section Two looks at preparation while Sections Three and Four look at cooking and baking. The last part deals with meal service and presentation. Each chapter within the sections has learning objectives, questions for further discussion and weblinks. The recipes are by Canadian chefs and measurements are given in Imperial and Metric. The use of colour photographs throughout the text adds to its appeal. An index and a glossary are included.

The enclosed CD-ROM includes all of the recipes in the book plus over 280 additional recipes. The CD allows teachers to customize the ingredients and the yield.
**Suggested Use:** General
**Other Use:** Commercial Cooking; Tourism Hospitality and Entrepreneurship

**The 101 Most Asked Nutrition Questions: Including the 7 Steps to Eating for Energy** (Print-Non-Fiction). Chuey, Patricia. Eating for Energy. (EFE), 1999. 361 p. ISBN 0-9685371-0-3 ($20.00 pbk.).

(CAN) Short and to the point, the interesting facts in this book will encourage students to think about the importance of nutrition and put into action a plan for healthy eating. Who would not want to know that by eating breakfast you can actually lose weight or that by eating healthy 80% of the time you can treat yourself the other 20%? The questions and short responses are organized into sections such as vitamins and minerals, super foods, nutrition for performance, shape management and adjusting recipes for smarter eating.
**Suggested Use:** Food and Nutrition

**The Oxford Companion to Food** (Print-Non-Fiction). Davidson, Alan, and Vannithone, Soun, illus. Oxford University Press (OUP), 1999. 892 p. ISBN 0-19-211579-0 ($71.96 hdc.).

Using an A-to-Z dictionary format, this resource provides short answers to virtually all food-related questions. The entries range from a few lines to two or three pages for entries on key topics such as cheese and sugar. This book would be an excellent resource for the library as students who use it will quickly find information about topics such as baking powder, cola, one-pot cookery and sweet potatoes. Line drawings are used to illustrate key topics. An index is included.
**Suggested Use:** Learning About Food; Teacher Reference

**Perspectives in Nutrition. 5th ed.** (Print-Non-Fiction). Wardlaw, Gordon M. and Kessel, Margaret W. McGraw-Hill Ryerson Limited (MHR), 2002. 824 p. ISBN 0-07-253509-1 ($130.95 hdc.).

Intended for use by post-secondary students, this American resource does provide an excellent overview to the subject of nutrition. Detailed information is provided on the basics of a healthy diet, energy-yielding nutrients, nutrition for fitness, eating disorders, vitamins and minerals, nutrition during the life cycle and putting nutrition into practice. Colour photographs, drawings, charts, tables and graphs are used throughout the book. Each chapter ends with a summation and study questions. It will be necessary to supplement the American data with Canadian information. An index and a glossary are included.

The enclosed CD-ROM, *FoodWise*, allows users to create personalized analyses of their nutrition and exercise patterns.
**Suggested Uses** Food and Nutrition; Teacher Reference
**Other Use:** Wellness 10

**Practical Cookery. 9th ed.** (Print-Non-Fiction). Ceserani, Victor and Kinton, Ronald. Hodder & Stoughton Educational (BHU), 2000. 598 p. ISBN 0-340-74941-5 ($49.95 hdc.).

This comprehensive resource examines all aspects of food preparation for commercial purposes, but also applies to home cookery. In addition to discussions about the various methods of cookery, recipes are given for soups, hors-d'oeuvres, eggs, pasta, fish, meat and poultry. There are also sections on ethnic and vegetarian dishes. The skills of proper preparation, presentation, nutrition and cost control are stressed. Safety within the kitchen and the proper use of tools are also highlighted. Colour photographs illustrate most of the recipes. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**The Prevention of Food Poisoning. 4th ed.** (Print-Non-Fiction). Trickett, Jill. Nelson Thornes Publishers (BHU), 2001. 168 p. ISBN 0-7487-5893-3 ($34.95 pbk.).

Using easy-to-read text and drawings that illustrate the correct and incorrect methods of food handling, this resource will prove very useful as an introduction to the topic. Although the food hygiene regulations cited are British, the way to properly handle food is universal. Each chapter ends with a summary. An index is included.
**Suggested Use:** Food Safety; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Professional Cooking. 5th ed.** (Print-Non-Fiction). Gisslen, Wayne. John Wiley & Sons Canada, Ltd. (WIL), 2003. 960 p. ISBN 0-471-43625-9 ($78.00 hdc.).

Every aspect of food preparation is covered in this very comprehensive and professional resource. Both theory and practice are emphasized for all kitchen procedures and techniques by providing fundamental information and application for adaptations. Some of the general topics covered include sanitation and safety, tools and equipment, basic cooking principles and the structure of the menu. The main focus of the book is the preparation of foods such as sauces, meats, fish, vegetables and pastries. Over 900 recipes are given, all with Imperial and Metric amounts. Many of the coloured photographs clearly illustrate procedure and techniques. The text contains a table of contents, a recipe table of contents, a bibliography, a glossary and an index.

A CD-ROM also accompanies the text. This program provides suggestions for flexibility in menu planning and shopping.
**Suggested Use:** General; Teacher Reference
**Other Use:** Commercial Cooking; Tourism, Hospitality and Entrepreneurship

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition*.

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks*.

**Safety in the Kitchen** (Video). Meridian Education Corporation (MCI), 1996. 23 min. Order no. 700226 ($89.00).

This program shows viewers how to prevent accidents from happening in the kitchen. It focuses on six areas of concern: burns and scalds, cuts and wounds, slips and falls, electrocution, food contamination and caustic poisoning.

**Suggested Use:** Food Safety; Kitchen Basics

**Selecting and Storing Fruits and Vegetables** (Video). Meridian Education Corporation (MCI), 1995. 12 min. Order no. 700204 ($79.00).

In this American video, the viewer will learn how to select properly many types of fruits and vegetables, how to determine quality and ripeness and how to store fresh items. A review of the important points is included.
**Suggested Use:** Learning About Foods

**Snacks: A Consumer's Guide** (Video). Learning Seed Company (MCI), 1997. 23 min. Order no. 200086 ($129.00).

In an unconventional style, a young computer programmer shares her "snacklopedia," a multimedia reference of snacks with a friend. With the assistance of an eccentric professor, they learn about the fat content and calories in snacks such as ice cream, cookies, muffins and popcorn. The program warns viewers to read labels carefully and to be cautious consumers.
**Suggested Use:** Food and Nutrition; Learning About Foods
**Other Use:** Health Education: Grades 6 to 9

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so that students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Story of Bread** (Video). Classroom Video (CVO), 2000. 24 min. No order number is required. ($69.00).

The history of bread from the earliest agricultural societies to present day is the focus of this video. The importance and benefit of bread as an economical and nutritional source of food is stressed. The story of bread also portrays the changes in society. The video presents the perspective of a student reporter going back into time and conducting interviews. It is ideally suited to the Middle Level.
**Suggested Use:** Learning About Foods; Survey Course - Middle Level

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Using the Food Guide** (Print-Non-Fiction). Health Canada (HWC), 1997. 11 p. ISBN 0-662-19649-X ($FREE booklet).

(CAN) While the presentation may appear too elementary for high school use, this resource does offer an excellent overview of the food guide. Information is provided to understand what the food guide is based on, how to read it, the number of servings that are needed and how to use the guide.

A supplementary resource, *Food Guide Facts: Background for Educators and Communicators*, is included.
**Suggested Use:** Food and Nutrition Survey Course - Middle Level; Survey Course - Secondary Level

**Vitamin Basics** (Video). Learning Seed Company **(MGR)**, 1994. 24 min. Dup. order no. V6792. Teacher's Guide - Order no. G6792 ($3.35 loose-leaf).

This engaging program discusses the value and potential dangers of vitamins. It also offers advice on how viewers can choose vitamin supplements that are suitable to their particular needs.

Supporting print material is available from Media Group.
**Suggested Use:** Current Food Issues

**W5 Series** (Video). Please refer to the title: *Dying to Work*.

**The Way We Eat: What Food Means** (Video). Learning Seed Company (MCI), 2001. 19 min. Order no. 200125 ($129.00).

This video traces how food preparation and eating habits, along with other aspects of our lifestyles, have changed from early times to the present. It claims that how we eat reflects on how we relate to food. Food may be prepared and eaten for fuel, for convenience, as medicine, as a social event or to satisfy a mood. It points out foods that are healthy and not so healthy as well as those that are perceived to be such. It also looks into the future and speculates on how food preparation and eating habits may undergo further changes. A small teacher's guide accompanies the video.
**Suggested Use:** Current Food Issues

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**You: Living, Learning, and Caring** (Print-Non-Fiction). Dunn-Strohecker, Martha and Tippett, Deborah Tunstall. Goodheart-Willcox Publisher (NEL), 1999. 382 p. ISBN 1-56637-472-3 ($72.95 hdc.).

This general resource covers many areas in a survey approach. The book takes a practical approach to preparing students for everyday life. Each chapter is organized in a self-directed style with objectives and vocabulary at the start and review questions and case studies at the end. The book is well illustrated and has an index and a glossary.
**Suggested Use:** General; Survey Course - Middle Level
**Other Use:** Clothing, Textiles and Fashion; Life Transitions

**Zap It!: What You Don't Know About Microwaves** (Video). Learning Seed Company (MCI), 1996. 23 min. Order no. 200062 ($129.00).

In a question-and-answer format, this program explains how microwaves work. Information on where to place foods for even cooking, use of correct storage containers, reheating, standing time, and how to prevent "bursting" accidents are covered.
**Suggested Use:** Food Preparation; Kitchen Basics

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**The Enlightened Eater. 10th Anniversary ed.** (Print-Non-Fiction). Schwartz, Rosie. Macmillan Publishing Co., Inc., 1998. 245 p. ISBN 0-7715-7563-7.

(CAN) In addition to its many wonderful recipes, *The Enlightened Eater* addresses current concerns such as nutrition basics and disease prevention. Information is provided on numerous topics including fibre and fat, cholesterol, alcohol, and the role of exercise. Accompanying each recipe are nutrient values per serving. The author believes that healthful eating should be a pleasurable experience. Many useful charts support the text. This resource includes a table of contents, and recipe and subject indexes.
**Suggested Use:** Current Food Issues; Food and Nutrition; Learning About Foods

**Feast! Canadian Native Cuisine** (Print-Non-Fiction). George, Andrew and Gairns, Robert. Doubleday Canada, 1997. 159 p. ISBN 0-385-25580-2.

(CAN, I/M) More than a standard textbook, this resource provides the reader with insight into the culture and traditions of aboriginal peoples throughout Canada. One of the authors, Andrew George Jr., was a member of the Canadian Native Haute Cuisine gold-medal team at the World Culinary Olympics in 1992. His status as a world-class chef was established at this event. Book One details George's experiences at the competition. Information is provided on several aboriginal traditions–the feast, salmon harvest, bannock and wild rice. Book Two includes menus for autumn, winter, spring and summer feasts. Book Three divides the recipes into four sections: food from the water, earth, land and skies. The coloured photographs are spectacular. This resource includes a table of contents and an index.
**Suggested Use:** Canadian Food Mosaic; Food Preparation; Learning About Food

**Food for Health** (Print-Non-Fiction). Briffa, John. Time-Life Health Factfiles, 1998. 111 p. ISBN 0-7370-1603-5.

Aspects of our lifestyle are a major factor in determining health and wellbeing. Of the lifestyle factors, diet plays a central role. The proper choice of foods can enhance our health, prevent illness and prolong life. This book does an excellent job of providing the background information students will need to make healthy food choices now that will reduce the risk of poor health in the future. Colourful photographs, drawings, charts and graphs supplement the practical advice that is given on eating for a healthy heart, maintaining a proper energy level, controlling weight and helping the immune system. A chapter on shopping techniques and proper food preparation is also provided. An index is included.
**Suggested Use:** Current Food Issues; Food and Nutrition; Learning About Foods; Survey Course - Secondary Level
**Other Use:** Wellness 10

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**You Eat What You Are: People, Culture and Food Traditions** (Print-Non-Fiction). Barer-Stein, Thelma. Firefly Books Ltd., 1999. 544 p. ISBN 1-55209-365-4.

(CAN) This is an excellent resource for the study of ethnic foods and food traditions. It is also very useful for the study of food habits and eating patterns. By studying various food habits, a greater awareness can be obtained of the cultures profiled. The book is organized in an encyclopedia fashion with 170 cultural groups listed alphabetically. Each group has a general introduction to its history and culture followed by a detailed examination of the types of foods the people use and meal customs they follow. Each cultural group also has a glossary of food terms and a map to indicate its location. A comprehensive bibliography and an index are included.
**Suggested Use:** Learning About Foods
**Other Use:** Social Studies: Grades 6 to 9

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Food Studies 10, 30. Before choosing to purchase any resources, it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that educators also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk/ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other food studies resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Adventures in Food and Nutrition** (Print-Non-Fiction). Byrd-Bredbenner, Carol. Goodheart-Willcox Publisher (NEL), 2003. 622 p. ISBN 1-56637-834-6 ($82.25 hdc.).

**BASICS.fst: Food Safety Training in Canada** (Print-Non-Fiction). Kostuch Publications Ltd./TrainCan (KCL), 2000. 65 p. ISBN 0-9662650-2-5 ($15.95 pbk.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Discovering Food and Nutrition. 6th ed.** (Print-Non-Fiction). Kowtaluk, Helen. Glencoe/McGraw Hill (MHR), 2001. 384 p. ISBN 0-02-647265-1 ($47.56 hdc.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Food for Today. 7th ed.** (Print-Non-Fiction). Kowtaluk, Helen and Kopan, Alice Orphanos. Glencoe/McGraw Hill (MHR), 2000. 720 p. ISBN 0-02-643048-7 ($75.55 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Nutrition, Food, and Fitness: The Science of Wellness** (Print-Non-Fiction). West, Dorothy F. Goodheart-Willcox Publisher (NEL), 2004. 510 p. ISBN 1-56637-933-4 ($83.95 hdc.).

**Nutrition & Wellness** (Print-Non-Fiction). Duyff, Roberta Larson. Glencoe/McGraw-Hill (MHR), 2000. 576 p. ISBN 0-02-643216-1 ($79.90 hdc.).

**On Cooking: A Textbook of Culinary Fundamentals. 2nd Canadian ed.** (Print-Non-Fiction). Labensky, Sarah R., et al. Pearson Education Canada (PRN), 2003. 1082 p. ISBN 0-13-039956-6 ($83.25 hdc.).

**The Prevention of Food Poisoning. 4th ed.** (Print-Non-Fiction). Trickett, Jill. Nelson Thornes Publishers (BHU), 2001. 168 p. ISBN 0-7487-5893-3 ($34.95 pbk.).

**Professional Cooking. 5th ed.** (Print-Non-Fiction). Gisslen, Wayne. John Wiley & Sons Canada, Ltd. (WIL), 1999. 960 p. ISBN 0-471-43625-9 ($80.10 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult the latest Media Group catalogue for the procedures to order these titles:

**Cookies and Crackers** (Video). Classroom Video **(MGR)**, 1994. 22 min. Dup. order no. V2940. Teacher's Notes - Order no. G2940 ($1.00 loose-leaf).

**Culinary** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6846. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**The Exercise and Nutrition Connection** (Video). Meridian Education Corporation **(MGR)**, 1996. 17 min. Dup. order no. V3002. Teacher's Guide - Order no. G3002 ($0.70 loose-leaf).

**Food Additives: Do You Know What You Eat?** (Video). Learning Seed Company **(MGR)**, 1996. 24 min. Dup. order no. V2939. Teacher's Guide - Order no. G2939 ($1.70 loose-leaf).

**Food Additives: Substances Added in Food Processing** (Video). Classroom Video **(MGR)**, 1997. 25 min. Dup. order no. V6736. Teacher's Guide - Order no. G6763 ($0.80 loose-leaf).

**Food Preservation: The Principles of Food Preservation** (Video). Classroom Video **(MGR)**, 1995. 26 min. Dup. order no. V2937. Teacher's Guide - Order no. G2937 ($1.00 loose-leaf).

**Minerals You Eat: From Calcium to Zinc** (Video). Learning Seed Company **(MGR)**, 1996. 22 min. Dup. order no. V6791. Teacher's Guide - Order no. G6791 ($2.80 loose-leaf).

**Vitamin Basics** (Video). Learning Seed Company **(MGR)**, 1994. 24 min. Dup. order no. V6792. Teacher's Guide - Order no. G6792 ($3.35 loose-leaf).

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful previewing of each site be undertaken prior to using it. These sites were checked for availability on August 13, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*AginfoNet.com*
http://www.aginfonet.sk.com

*Ag-West Biotech Inc.*
http://www.agwest.sk.ca

*All About Additives*
http://www.cspinet.org/reports/chemcuisine.htm

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BC Dairy Foundation*
http://www.bcdairyfoundation.ca

*Beef Information Centre*
http://www.beefinfo.org

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Consumer Information Gateway*
http://consumerinformation.ca/cgi-bin/main.cgi?Language=E

*Canadian Egg Marketing Agency*
http://www.canadaegg.ca

*Canadian Food Inspection Agency*
*http://www.inspection.gc.ca/*

*Career Awareness*
http://www.hrdc.gc.ca/career

*Centre for Science in the Public Interest*
http://www.cspinet.org/

*Chatelaine Recipe File*
http://recipes.chatelaine.com/recipe/index.jsp

*Dairy Farmers of Canada*
http://www.producteurslaitiers.org/engl/producers/index.asp

*Dietitians of Canada*
http://www.dietitians.ca

*Egg Nutrition Centre*
http://www.enc-online.org

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Food Finder*
http://www.olen.com/food/

*Food Guide - Health Canada*
http://www.hc-sc.gc.ca/hpfb-dgpsa/onpp-bppn/food_guide_rainbow_e.html

*FoodNet: A Business Tool for the Food Industry*
http://foodnet.fic.ca/

*Health Canada*
http://www.hc-sc.gc.ca/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Index of Food and Nutrition Internet Resources*
http://www.nal.usda.gov/fnic/etext/fnic.html

*National Food Safety Database*
http://foodsafety.ifas.ufl.edu/indexNFSDB.htm

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Primer on Food Additives*
http://www.hoptechno.com/book27.htm

*Ready for Work*
http://www.readyforwork.sk.ca

*Recipe Source*
http://www.recipesource.com/

*Saskatchewan Human Rights Commission*
*http://www.gov.sk.ca/shrc/*

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Pulse Growers*
http://www.saskpulse.com/web/about.shtml

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Tuft's University Nutrition Navigator*
http://navigator.tufts.edu/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Canadian Food Mosaic

All About Food: Agri-Food Facts
Canada's Guide to Healthy Eating
Feast! Canadian **(Out of Print Section)**
The Flavours of Canada: A Celebration of the
Food Habits of Canadians: Changing Nutrition

### Career Development

Blueprint for Life/Work Designs
Culinary
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles:
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Step Into the World of Workplace Learning

### Current Food Issues

Computers in Food Technology
Developing New Food Products
The Enlightened Eater **(Out of Print Section)**
Everything You Need to Know About Eating
Fast Food Nation: The Dark Side of the All
Food for Health **(Out of Print Section)**
Food Preservation: The Principles of Food
Food Safety
Going Vegetarian
How It All Vegan!: Irresistible Recipes
Leslie Beck's Nutrition Encyclopedia:
Managing Life in the Fast Food Lane
Vitamin Basics
The Way We Eat: What Food Means

### Food Additives

Food Additives: Do You Know What You Eat
Food Additives: Substances Added in Food

### Food and Nutrition

All About Fat
The Best Breakfast
Beyond Fast Foods: Nutrition Teaching
Beyond Nutrition: Eating for Health
Calcium Calculator
Canada's Guide to Healthy Eating
The Complete Food Guide
The Enlightened Eater **(Out of Print Section)**
The Exercise and Nutrition Connection
The Fats of Life
Food for Health **(Out of Print Section)**
Food Habits of Canadians: Changing Nutrition
FoodFocus: Nutrition Analysis for Education
Leslie Beck's 10 Steps to Healthy Eating: Low Fat Cooking
Minerals You Eat: From Calcium to Zinc
The New Complete Book of Food
Nutrition & Wellness
Nutrition, Food and Fitness: The Science
Nutrition for Foodservice and Culinary
Nutrition for Foodservice Managers
The 101 Most Asked Nutrition Questions
Perspectives in Nutrition
Snacks: A Consumer's Guide
Using the Food Guide

### Food Preparation

Chemistry of Cooking
Cookies and Crackers
Culinary Art in Fresh Produce: Be a
Edible Wild Fruits and Nuts of Canada
Essentials of Cooking
The Fats of Life
Feast! Canadian **(Out of Print Section)**
Food Design
Food Preparation
Going Vegetarian
Low Fat Cooking
Nutrition & Wellness
Practical Cookery
Zap It!: What You Don't Know About

### Food Safety

Advanced.fst: Food Safety Training in Canada
BASICS.fst: Food Safety Training in
Cookies and Crackers
Food Alert!: The Ultimate Sourcebook for
Food Food Borne Illnesses

Food Preservation: The Principles of
Food Safety (Print-Non-Fiction)
Food Safety (Video)
Food Safety: The Usual Suspects
Kitchen Safety Essentials
The Prevention of Food Poisoning
Safety in the Kitchen

**General**

Adventures in Food and Nutrition
Discovering Food and Nutrition
Food for Life
Food for Today
Guide to Good Food
On Cooking: A Textbook of Culinary
Kitchen Safety Essentials
Professional Cooking
You: Living, Learning, and Caring

**Kitchen Basics**

Kitchen Safety Essentials
Safety in the Kitchen
Zap It!: What You Don't Know About

**Learning About Foods**

Amazing Grains
The Complete Food Guide
The Enlightened Eater **(Out of Print Section)**
Etiquette, Manners, and Rituals With Food
The Fats of Life
Feast! Canadian **(Out of Print Section)**
Food: A Culinary History From Antiquity
Food: A Multi-Cultural Feast
Food Design
Food for Health **(Out of Print Section)**
Food Science: Kitchen Mysteries Revealed
Food Science: The Biochemistry of Food and
FoodFocus: Nutrition Analysis for
Low Fat Cooking
The Oxford Companion to Food
Selecting and Storing Fruits
Snacks: A Consumer's Guide
The Story of Bread
You Eat What You Are **(Out of Print Section)**

**Safety**

Don't Risk Your Life
Dying to Work
Kitchen Safety Essentials
Moving Online…More *Ready for Work*
Ready for Work
Safety in the Kitchen
Understanding Hazards and Risks
WHMIS

**Survey Course - Middle Level**

All About Food: Agri-Food Facts
Calcium Calculator
Discovering Food and Nutrition
Everything You Need to Know About Eating
Food for Today
Food Habits of Canadians: Changing Nutrition
Helping Solve the **(Out of Print Section)**
Nutrition & Wellness
The Prevention of Food Poisoning
The Story of Bread
Using the Food Guide
You: Living, Learning, and Caring

**Survey Course - Secondary Level**

Adventures in Food and Nutrition
All About Food: Agri-Food Facts
Calcium Calculator
Essentials of Cooking
Food for Health **(Out of Print Section)**
Food for Life
Food for Today
Food Science: The Biochemistry of Food
Guide to Good Food
Helping Solve the **(Out of Print Section)**
Nutrition, Food and Fitness: The Science
The Prevention of Food Poisoning
Using the Food Guide

**Teacher Reference**

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Fast Food Nation: The Dark Side of the All
Food: A Culinary History From Antiquity to the
Food Safety
Guide for New Workers: Counsellor
Leslie Beck's Nutrition Encyclopedia:

The New Complete Book of Food
The Oxford Companion to Food
Perspectives in Nutrition
Professional Cooking
Step Into the World of Workplace

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Calcium Calculator
Essential Skills/Compétences Essentielle
The Fats of Life
Moving Online…More *Ready for Work*

### Computer Software

FoodFocus: Nutrition Analysis for Education

### Kit

Beyond Fast Foods.: Nutrition Teaching
Ready for Work

### Print-Non-Fiction

Advanced.fst: Food Safety Training in Canada
Adventures in Food and Nutrition
All About Food: Agri-Food Facts
BASICS.fst: Food Safety Training in Canada
Blueprint for Life/Work Designs
The Complete Food Guide
Discovering Food and Nutrition
Edible Wild Fruits and Nuts of Canada
Employability Skills Toolkit for the Self
The Enlightened Eater **(Out of Print Section)**
Essentials of Cooking
Everything You Need to Know About Eating
Fast Food Nation: The Dark Side of the All
Feast! Canadian **(Out of Print Section)**
The Flavours of Canada: A Celebration of the
Food: A Culinary History From Antiquity to the
Food Alert!: The Ultimate Sourcebook for
Food for Health **(Out of Print Section)**
Food for Life
Food for Today
Food Habits of Canadians: Changing Nutrition
Food Preparation
Food Safety
Food Science: The Biochemistry of Food
Guide for New Workers
Guide for New Workers: Counsellor
Guide to Good Food
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
How It All Vegan!: Irresistible Recipes
Leslie Beck's Nutrition Encyclopedia
Leslie Beck's 10 Steps to Healthy Eating:
The New Complete Book of Food: A
Nutrition & Wellness
Nutrition, Food and Fitness: The Science
Nutrition for Foodservice and Culinary
Nutrition for Foodservice Managers
On Cooking: A Textbook of Culinary
The 101 Most Asked Nutrition Questions
The Oxford Companion to Food
Perspectives in Nutrition
Practical Cookery
The Prevention of Food Poisoning
Professional Cooking
Step Into the World of Workplace
Using the Food Guide
You Eat What You Are **(Out of Print Section)**
You: Living, Learning, and Caring

### Video

All About Fat
Amazing Grains
The Best Breakfast
Beyond Nutrition: Eating for Health
Canada's Guide to Healthy Eating
Chemistry of Cooking
Computers in Food Technology
Cookies and Crackers
Culinary
Culinary Art in Fresh Produce: Be
Developing New Food Products
Don't Risk Your Life
Dying to Work
Etiquette, Manners, and Rituals With Food
The Exercise and Nutrition Connection
Food: A Multi-Cultural Feast
Food Additives: Do You Know What You Eat
Food Additives: Substances Added in Food
Food Borne Illnesses
Food Design
Food Preservation: The Principles of Food
Food Safety
Food Safety: The Usual Suspects

Food Science: Kitchen Mysteries Revealed
Going Vegetarian
Kitchen Safety Essentials
Life in the Fast Food Lane
Low Fat Cooking
Minerals You Eat: From Calcium to Zinc
Safety in the Kitchen
Selecting and Storing Fruits and Vegetables
Snacks: A Consumer's Guide
The Story of Bread
Understanding Hazards and Risks
Vitamin Basics
The Way We Eat: What Food Means
WHMIS
Zap It!: What You Don't Know About

# Horticulture 10, 20, 30

## Titles and Descriptions

**Agriculture in the Classroom Study Series** (Print-Non-Fiction). Please refer to the title: *Horticulture*.

**Backyard Habitat for Canada's Wildlife** (Print-Non-Fiction). Mycio-Mommers, Luba and Fisher, Susan. Canadian Wildlife Federation (CNW), 1997. 189 p. ISBN 1-55029-090-8 ($26.75 spiral-bound).

(CAN) This excellent resource promotes a hands-on project approach that brings the concepts of wildlife management to the home. There are very practical suggestions given on how to create a backyard habitat that will promote conservation and encourage an appreciation for the habitat needs of wildlife. The emphasis is on using the proper plants, trees and shrubs to attract wildlife. Each of the projects is graded from simple to advanced, so the resource will be suitable for both the Middle and Secondary Levels. Black-and-white and colour drawings are used to illustrate the book. A listing of suitable plants is given, and an index is included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Wellness 10; Wildlife Management

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Canadian Encyclopedia of Plants and Flowers. 1st Canadian ed.** (Print-Non-Fiction). Cole, Trevor, ed. Dorling Kindersley, Inc. (CDS), 2001. 720 p. ISBN 1-55363-006-8 ($69.95 hdc.).

(CAN) Lavishly illustrated with colour photographs, this is an excellent reference for the school's resource centre. Users can select plants by size, colour and season of growth. The plant selector section lists plants by soil type and amount of sunlight. The plant catalogue divides the plants into 10 main divisions (e.g., trees, perennials, bulbs). In each section, every plant has a colour photograph and a short description. The plant dictionary section provides a complete listing of over 8000 plants with brief descriptions and a cross-reference to the plant catalogue.
**Suggested Use:** Plant Identification and Production

**Canadian Garden Design: Ideas and Inspirations for Your Garden** (Print-Non-Fiction). Cullen, Mark. Penguin Books Canada Limited (CDS), 2000. 199 p. ISBN 0-14-026710-7 ($32.00 pbk.).

(CAN) This is an excellent resource to use for turning the traditional lawn into a true garden. Most of the book deals with designing and landscaping to emphasize how the actual plants are in fact secondary

to a well laid out garden. The information is presented in an easy-to-read format with ideas that are very practical and easily applied to most gardens. Colour photographs and drawings are used to illustrate the different styles of gardens discussed. There is also a chapter on theme gardens. An index is included.
**Suggested Use:** Landscape Design and Construction

**Canadian Gardening Series** (Print-Non-Fiction). Please refer to the titles: *Canadian Gardening's Small-Space Gardens* and *Canadian Gardening's Vegetable Gardening.*

**Canadian Gardening's Small-Space Gardens** (Print-Non-Fiction). Arthurs, Penny, Primeau, Liz and the Editors of Canadian Gardening Magazine. (Canadian Gardening Series). Penguin Books Canada Limited (CDS), 1997. 95 p. ISBN 0-14-026637-2 ($9.99 pbk.).

(CAN) In urban settings, the amount of space for a garden is quite often limited. Rather than forgoing a gardening project, this resource provides many practical ideas on how gardening can take place in tight spaces, such as rooftops, patios or balconies. Short descriptions and beautiful colour photographs focus on space and illusion, paving paths, fences and hedges, decks, the use of water, garden ornaments, lighting and furnishings. The final chapter provides essential information about the plants that are best suited to small spaces.
**Suggested Use:** Landscape Design and Construction; Survey Course - Middle Level; Survey Course - Secondary Level

**Canadian Gardening's Vegetable Gardening** (Print-Non-Fiction). Primeau, Liz and the Editors of Canadian Gardening Magazine. (Canadian Gardening Series). Penguin Books Canada Limited (CDS), 1996. 95 p. ISBN 0-14-025709-8 ($9.99 pbk.).

(CAN) As the subtitle suggests, this is a very practical resource aimed at providing the information people will need to "grow and enjoy the best of summer's bounty." The beginning chapter provides good background material on soil, mulches, seedlings and planning. The majority of the book details various vegetables such as corn, eggplant, onions and peppers. Data concerning the preparation and planting of each vegetable is provided as well as information about care, harvesting and storage. Topics such as herbs, pests and diseases are also covered. A glossary and an index are provided.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable; Survey Course - Middle Level; Survey Course - Secondary Level

**Career Options for Women Series** (Video). Please refer to the title: *Manufacturing.*

**Carrots Love Tomatoes: Secrets of Companion Planting for Successful Gardening. Rev. & updated ed.** (Print-Non-Fiction). Riotte, Louise. Storey Publishing (ALL), 1998. 219 p. ISBN 1-58017-027-7 ($22.95 pbk.).

While the first edition of this book was published in 1975, many people still view the ideas in this revised edition as new and innovative. Although it may be simpler to use a monoculture approach to vegetable gardening, this information could help gardeners to produce higher yields. Using an "A-to-Z" approach, the author describes "what to grow with" and "what not to grow with" the many varieties of vegetables, herbs, wild plants, grasses and shrubs. Even the lowly dandelion has a positive role to play in the scheme of things. Black-and-white drawings illustrate many of the plants discussed in the book. An index is included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable

**The Commercial Greenhouse. 2nd ed.** (Print-Non-Fiction). Boodley, James W. Delmar Publications (NEL), 1998. 612 p. ISBN 0-8273-7311-2 ($86.00 hdc.). Instructor's Manual - ISBN 0-8273-7312-0 ($23.00 pbk.).

This resource has been written to help students develop the skills and knowledge required to run a greenhouse operation successfully. The book is very complete in its coverage of topics such as construction of greenhouses, financing the business, types of fuel, characteristics of light, soils, minerals, elements, plant propagation, flowering plants and marketing. Because it is an American resource, teachers will need to use Canadian information concerning careers and the economics of running a greenhouse. Each chapter has a list of objectives and a review. Black-and-white photographs are used to enhance the text. An index and a glossary are included.
**Suggested Use:** Business Management; Career Development; Greenhouses; Teacher Reference

**The Complete Food Guide** (Print-Non-Fiction). QA International (QAI), 1999. 224 p. ISBN 2-89037-956-6 ($12.95 pbk.).

(CAN) As the subtitle indicates, this book is a "shopper's guide to more than 1000 ingredients." Foods such as vegetables, fruits, herbs, cereals, poultry, fish and meat are covered. Each food category contains several colour pictures of specific food items such as turnips, yams, limes, coffee, wild rice, trout and venison. In addition to the picture, there is a concise description of the food, how and where it grows and the best way to prepare and serve it. A table listing the nutritional value of everyday foods is also included. This is an excellent handbook with a wealth of information for students and teachers.
**Suggested Use:** Plant Identification and Production
**Other Use:** Food Studies

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and WHMIS. Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, such as WHMIS, or all twelve. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Forestry Studies; General; Machining; Mechanical and Automotive; Welding

**The Container Gardening Encyclopedia** (Print-Non-Fiction). Phillips, Sue. Select Editions (SLE), 1999. 348 p. ISBN 1-896639-61-5 ($32.95 hdc.).

While the word "encyclopedia" may be in the title, its use refers to the scope of coverage rather than the format. The book focuses on windowboxes, wall planters, hanging baskets, patio pots, herbs in containers, container water features and more. Within each category, information is provided about the best plants to use and how to care for them. Many sections such as pots for a shady place, patio roses and trimming a conifer have step-by-step instructions presented with full-colour photographs. The section on creative containers is very applicable to a survey approach because it deals with the design,

construction and use of a windowbox. An index is included.
**Suggested Use:** Gardening - Container and Water; Survey Course - Secondary Level

**Container Gardening for Dummies** (Print-Non-Fiction). Marken, Bill and Editors of the National Gardening Association. (For Dummies Series). IDG Books Worldwide, Inc. (WIL), 1998. 334 p. ISBN 0-7645-5057-8 ($24.99 pbk.).

Using a dash of humour, the author has written an excellent resource that covers all aspects of container gardening. The expanded table of contents makes it very easy to locate information on topics such as soil mixes, the best plants to grow, hanging baskets, thirst quenching, pests and diseases. The layout is very user friendly as short subsections take the reader through each step of the topic under discussion. Marginal symbols are used to highlight tips, things to remember and warnings. Drawings, colour photographs and editorial cartoons are used to highlight the readable text. An index is included.
**Suggested Use:** Gardening - Container and Water

**Cool Careers for Girls in Construction** (Print-Non-Fiction). Pasternak, Ceel and Thornburg, Linda. (Cool Careers for Girls Series). Impact Publications (CSK), 2000. 117 p. ISBN 1-57023-131-1 ($21.40 pbk.).

Using a number of case studies, students are introduced to several women who have had successful careers in the construction industry. By learning about the background of these women, their personality traits, and their physical and mental abilities, young women will be able to decide if this type of career is right for them.
**Suggested Use:** Career Development; Survey Course - Middle Level
**Other Use:** Construction and Carpentry; Electrical and Electronics

**Cool Careers for Girls Series** (Print-Non-Fiction). Please refer to the title: *Cool Careers for Girls in Construction.*

**Creating the Prairie Xeriscape: Low-Maintenance, Water-Efficient Gardening** (Print-Non-Fiction). Williams, Sara. University Extension Press (UEP), 1997. 247 p. ISBN 0-88880-357-5 ($29.95 pbk.).

(SK) Taking an environmentally friendly approach to gardening is the focus of this resource. The author emphasizes how this approach allows for more designing, planting and enjoyment, rather than weeding, cultivating and watering. Using colour photographs and an excellent text, the author provides the necessary background information to turn a garden into an area that needs less water, conserves soil, reduces lawn space and requires less fertilizer. An index and a glossary are included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable; Landscape Design and Construction; Teacher Reference

**Designing Your Gardens and Landscapes: 12 Simple Steps for Successful Planning** (Print-Non-Fiction). Macunovich, Janet. Storey Publishing (ALL), 2001. 167 p. ISBN 1-58017-315-2 ($28.95 spiral-bound).

As the title indicates, this resource takes a very logical step-by-step approach to learning the basic principles of landscape design. This is an ideal book for those gardeners who need a recipe approach to explain what to do first, second and last when designing a garden. The first steps are to set goals, establish a budget, think about maintenance, access the site and make a plant list. Once these are completed, the more detailed steps of choosing a focal point, making a scale drawing, working with the focal point and adding to the plan can be done. Line drawings are used to illustrate each step of the way. An index is included.
**Suggested Use:** Landscape Design and Construction

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's

Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Opportunities; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Produced by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**For Dummies Series** (Print-Non-Fiction). Please refer to the title: *Container Gardening for Dummies*.

**Garden for Life: Horticulture for People With Special Needs** (Print-Non-Fiction). Dennis, Lynn. University Extension Press (UEP), 1994. 109 p. ISBN 0-88880-313-3 ($19.95 pbk.).

(CAN) This resource has a wealth of practical information that is suitable for students. The book focuses on horticulture therapy, but the layout of the book makes it easy to adapt the suggestions to fit the students' needs. Several projects such as windowsill gardens, raised bed gardens and container gardening are laid out in a step-by-step fashion. There are excellent sections on safety and tools. Line drawings are used to illustrate the projects and points being made. A glossary and an expanded table of contents are included.
**Suggested Use:** Gardening - Container and Water; Gardening - Flower, Fruit and Vegetable; Landscape Design and Construction; Survey Course - Middle Level; Survey Course - Secondary Level

**Growing 101 Herbs That Heal: Gardening Techniques, Recipes, and Remedies** (Print-Non-Fiction). Hartung, Tammi. Storey Publishing (ALL), 2000. 250 p. ISBN 1-58017-215-6 ($30.36 pbk.).

As the title indicates, this is an excellent resource that provides an overview of growing herbs and their use. In addition to the tips about growing the particular herbs in the book, information is also provided about organic approaches to healthy soil and pest control, garden designs, reference charts for propagating and harvesting and recipes for incorporating herbs into meals. Each of the profiled herbs has a one-page spread that gives background information about its physical traits, maintenance, soil, harvesting, market potential and benefits. Colour photographs of each herb as well as drawings are used throughout the book. An index is also included.
**Suggested Use:** Herb Gardens

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been

added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Healing Plants: A Medicinal Guide to Native North American Plants and Herbs. 1st ed.** (Print-Non-Fiction). Heatherley, Ana Nez. HarperCollins Canada Ltd. (HCP), 1998. 252 p. ISBN 0-00-638617-2 ($19.95 pbk.).

(CAN, I/M) While this book offers minimal information about how to grow herbs, it does provide a concise guide to the uses for 100 North American herbs. The herbs are listed in alphabetical order, and for each herb there is a map of where it grows, some background about its history, medicinal uses, food potential, current interests and cautions about usage. An insert of colour photographs is included to assist in identifying each herb. An index is provided.
**Suggested Use:** Herb Gardens

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Hort-Hints III: Still More Practical Tips for Prairie Gardeners** (Print-Non-Fiction). University Extension Press (UEP), 1993. 374 p. ISBN 0-88880-285-4 ($5.00 pbk.).

(SK) *Hort-Hints III* is a compilation of articles that have appeared in various Saskatchewan newspapers between 1989 and 1993. Although the articles are several years old, the information is timeless. Each section has several short articles providing practical advice about trees and shrubs, perennials, landscaping, vegetables, herbs, soils or pests. Guidance is extended on topics such as controlling the browning on evergreens, growing ornamental grasses, creating mini water gardens and growing pumpkins. Black-and-white line drawings are used to illustrate key points. An index is included.
**Suggested Use:** General

**Horticulture** (Print-Non-Fiction). (Agriculture in the Classroom Study Series). Agriculture in the Classroom (Sask.) Program (AITC), 1999. 24 p. No order number is required. ($FREE booklet).

(SK) As part of the 1999 Agriculture in the Classroom summer writing workshop, this booklet provides concise material and a list of suggested classroom activities. Background information is provided on greenhouses, vegetables, prairie fruit and landscaping. The student activities are linked to various Saskatchewan Learning curricula. This resource was previously distributed to Saskatchewan schools.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**How to Make Money Growing Plants, Trees, and Flowers: A Guide to Profitable Earth-Friendly Ventures** (Print-Non-Fiction). Jozwik, Francis X. Andmar Press (ANM), 2000. 312 p. ISBN 0-916781-22-4 ($39.95 U.S. hdc.).

This resource outlines the many business opportunities available in horticulture. It is written to assist people who wish to get into

the horticulture field with as little monetary risk as possible. The title concentrates on starting a small business. Following an introduction to the horticulture industry, the book emphasizes the production and marketing of greenhouse ornamentals, outdoor nursery plants and ornamental perennial plants. The last section provides information about developing a business plan, financing a new business and coping with success. An index is included.
**Suggested Use:** Business Management
**Other Use:** Entrepreneurship

**Insect Pests of the Prairies** (Print-Non-Fiction). Philip, Hugh and Mengersen, Ernest. (Prairie Gardening Library Series). University of Alberta Press (UEP), 1989. 122 p. ISBN 0-88864-870-7 ($18.95 pbk.).

(CAN) This resource provides information on the appearance, life history, food hosts, damage and non-chemical control of the major pest insects. The book is divided by host plant into areas such as small fruits and vegetables, greenhouse and houseplants, and ornamental shrubs. The pests are listed in each section by their scientific and common name with colour photographs and information on their appearance, damage and control. The indexes provide access via the insect or plant name.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable

**Introduction to Botany** (Print-Non-Fiction). Schooley, James. Delmar Publications (NEL), 1997. 406 p. ISBN 0-8273-7378-3 ($86.00 pbk.).

The use of the word "introduction" in the title of this resource may be somewhat misleading. The information presented is quite complex, but the book does offer teachers specific, detailed information regarding horticulture. The 40 chapters cover everything from mitosis and DNA to algae, lichens, plant classification, stems, roots, flowers and propagation. The line drawings are very well done and quite technical in nature. An index and a glossary are included.
**Suggested Use:** Botany and Soils; Teacher Reference

**Introductory Horticulture. 6th ed.** (Print-Non-Fiction). Reiley, H. Edward and Shry, Carroll L., Jr. Delmar Publications (NEL), 2002. 564 p. ISBN 0-7668-1567-6 ($70.00 hdc.).

This resource has been specifically written for the high school student and presents itself as an ideal source for general information concerning all aspects of horticulture. Each chapter begins with a set of learning objectives and includes student activities and a review. The chapters are short and well illustrated with colour photographs and drawings. A sample of the topics covered includes careers, plant science, propagation, greenhouse management, pest management, container gardening, using plants in landscapes and vegetable gardens. One drawback is that the content is strictly American based and will need to be supplemented with Canadian data in the areas of careers, safety and geographic influences. An index and a glossary are included.
**Suggested Use:** General

**The Joy of Planting: 101 Recipes for Pots & Containers: A Step-by-Step Guide to Creative Container Gardening** (Print-Non-Fiction). Laird, Arlette. Pirouette Publications (CXD), 2000. 152 p. ISBN 1-894022-41-6 ($14.95 spiral-bound).

(SK) Using the analogy of cooking, the author has created a practical resource that very effectively handles the point that if you can feed yourself you can container garden. The information is presented in recipe book format and takes the user through the basics to advanced techniques. The actual recipes, that is types of container gardens, take up the majority of the book. Using names such as "plum pudding," the author indicates the suggested serving (size of pot), the temperature (amount of sun), the ingredients (types and sizes of plants to use) and serving (maintenance tips). Line drawings and colour photographs illustrate the various arrangements discussed in the book.
**Suggested Use:** Gardening - Container and Water

**Landscape Design Series** (Video). Please refer to the title: *Presentation Techniques.*

**Landscape Maintenance** (Video). Programme Safety (PSA), 1999. 15 min. No order number is required. ($185.00).

This video illustrates the key safety concerns that need to be kept in mind when using heavy equipment during landscaping. Although the video is aimed more at commercial operations, the information will be useful for students if they plan to pursue work in the area after high school.
**Suggested Use:** Landscape Design and Construction; Safety

**Landscaping: Principles and Practices. 5th ed.** (Print-Non-Fiction). Ingels, Jack E. Delmar Publications (NEL), 1997. 426 p. ISBN 0-8273-6735-X ($74.50 hdc.).

Rather than just concentrating on landscaping, this resource takes the approach that students also need to know the business side of this rapidly growing industry. Students will be able to learn the basic principles of landscape design and graphics, the methods of installation and maintenance as well as the techniques of successful estimating, bidding and budgeting. This cross-discipline approach makes the resource very useful for survey courses. The expanded table of contents allows easy access to topics such as irrigation systems, times to transplant, graphic presentations, lawn damage and contracts. Each chapter begins with objectives and includes suggested activities and a review. Photographs, drawings, charts and tables are used throughout the book. An index and a glossary are included.
**Suggested Use:** Business Management; Landscape Design and Construction; Survey Course - Secondary Level

**Lois Hole's Gardening Guides Series** (Print-Non-Fiction). Please refer to the title: *Lois Hole's Perennial Favorites.*

**Lois Hole's Perennial Favorites** (Print-Non-Fiction). Hole, Lois and Fallis, Jill. (Lois Hole's Gardening Guides Series). Lone Pine Publishing (LPP), 1995. 350 p. ISBN 1-55105-076-5 ($19.95 pbk.).

(CAN) This is a complete how-to book that gives background information about perennials and details on each of the 100 flowers that the author feels are the best for northern gardens. Some of the general sections cover areas such as planning the perennial garden, where and when to plant, how to plant and how to care for perennials. The table of contents provides easy access to the information and each individual flower is listed alphabetically. Several colour photographs illustrate each detailed section. An index and a glossary are included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable

**Manual Handling** (Video). Safetycare Inc (SCI), n.d. 10 min. ($220.00).

Manual handling is the movement of items by human energy. If manual handling is not done properly, serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly and how to avoid being injured.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Upholstery; Welding

**Manufacturing** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6850. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This program from the *Career Options for Women Series* is about women in manufacturing. An instrumentation technician, a machine operator and a horticulturalist are profiled. From exploring plants to building gym equipment, manufacturing is a field with unlimited potential!

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Machining

**Mitosis: Sending the Genetic Message** (Video). Human Relations Media/HRM Video **(MGR)**, 1995. 27 min. Dup. order no. V6.

Using advanced microcinematography and time-lapse techniques, this program documents the remarkable process of mitosis in a plant cell. The program includes an observation of DNA tagged by immunofluorescence.
**Suggested Use:** Botany and Soils

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Mulch It!: A Practical Guide to Using Mulch in the Garden and Landscape** (Print-Non-Fiction). Campbell, Stu. Storey Publishing (ALL), 2001. 123 p. ISBN 1-58017-316-0 ($18.95 pbk.).

This short, easy-to-read resource offers a plethora of information about mulch. In the opening section, the reasons for mulching are explained as well as the benefits and drawbacks. Each of the 50 different types of mulching material presented in the book has a short description discussing what it is, how to use it and a list of its pros and cons. The last section provides a step-by-step guide on how to mulch for vegetables, fruits or ornamentals. Black-and-white drawings illustrate the book, and an index is included.
**Suggested Use:** Botany and Soils; Gardening - Flower, Fruit and Vegetable; Survey Course - Secondary Level

**Native American Gardening: Stories, Projects and Recipes for Families** (Print-Non-Fiction). Caduto, Michael J. and Bruchac, Joseph. Fulcrum Publishing (LPP), 1996. 158 p. ISBN 1-55591-148-X ($25.95 pbk.).

(I/M) This resource provides a fascinating look into an area of horticulture that many felt was lost. Information is provided on how to plan, prepare and establish a traditional aboriginal garden. The resource also provides recipes for aboriginal meals using the produce from the gardens. Drawings and photographs are used throughout the book. An index and a glossary are included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable; Survey Course - Middle Level; Survey Course - Secondary Level

**101 Best Plants for the Prairies** (Print-Non-Fiction). Leatherbarrow, Liesbeth and Reynolds, Lesley. Fifth House Publishers (FHW), 1999. 256 p. ISBN 1-894004-30-2 ($19.95 pbk.).

(CAN) Listed alphabetically by the botanical name, this resource provides essential information about the best plants to use in prairie gardens. Each two-page spread gives background information on the plant as well as the best location for planting, how to grow it and what plants to partner with it. Sections of colour photographs relate back to the descriptive pages to make identification easier. Detailed charts are used to highlight key facts about each plant's light needs, height, colour, bloom season, features and wildlife connections. An index is included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable

**Outdoor Water Features: 16 Easy-to-Build Projects for Your Yard and Garden** (Print-Non-Fiction). Bridgewater, Alan and Bridgewater, Gill. Storey Publishing (ALL), 2001. 128 p. ISBN 1-58017-334-9 ($27.95 pbk.).

Rather than a book on water gardens, this resource is geared towards making outdoor water projects. The projects range from simple and easy to do, such as a mini marble fountain, to large and complex, such as creating a woodland grotto. Each of the projects is presented in a clear step-by-step fashion and is well illustrated with colour photographs and drawings. The projects would be very suitable to a survey course because they include aspects of horticulture, construction, design and electricity. An index and a glossary are included.
**Suggested Use:** Gardening - Container and Water; Survey Course - Secondary Level

**Perfect Partners: Beautiful Plant Combinations for Prairie Gardens** (Print-Non-Fiction). Leatherbarrow, Liesbeth and Reynolds, Lesley. Fifth House Publishers (FHW), 2002. 200 p. ISBN 1-894004-78-7 ($17.46 pbk.).

(CAN) Every page of this book features one of over 170 plant combinations of annuals, perennials, bulbs, shrubs and trees. The book is organized by seasons, showing the ones that are at their peak in spring, summer and fall. Excellent photographs complement the informative text.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Welding

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Prairie Garden Books Series** (Print-Non-Fiction). Please refer to the titles: *The Prairie Rock Garden* and *The Prairie Water Garden.*

**Prairie Gardening Library Series** (Print-Non-Fiction). Please refer to the title: *Insect Pests of the Prairies.*

**The Prairie Rock Garden** (Print-Non-Fiction). Balzer, Donna. (Prairie Garden Books Series). Red Deer Press (RAI), 2000. 224 p. ISBN 0-88995-195-0 ($16.95 pbk.).

(CAN) While rocks and farming do not usually go together on the prairies, rock gardens have become a more natural way of expressing the beauty of prairie plants. This resource takes the user through the stages of design, plant and rock selection, construction and maintenance. A very extensive chart listing prairie hardy rockery

plants is included. Each plant in this chart has vital information about its ideal location, height, form, colour and bloom time. Colour photographs are used to guide the reader through each stage of creating a rock garden. An index is included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable; Survey Course - Middle Level; Survey Course - Secondary Level

**The Prairie Water Garden** (Print-Non-Fiction). Harris, Paul and Warke, Terry. (Prairie Garden Books Series). Red Deer Press (RAI), 1998. 119 p. ISBN 0-88995-175-6 ($12.95 pbk.).

(CAN) Whether your water garden is a small container or a large pond, this resource will provide all the necessary information to design and construct it. In the design section, the book asks some fundamental questions about assessing needs, budgeting and placement before a working drawing is created. During the construction stage, information is provided about building earth, liner or concrete ponds. Details about the best plants for the types of water gardens found on the prairies are discussed. Colour photographs and drawings are used throughout the book. An index is included.
**Suggested Use:** Gardening - Container and Water; Survey Course - Middle Level; Survey Course - Secondary Level

**Presentation Techniques** (Video). (Landscape Design Series). San Luis Video Publishing (SLV), 1987. 30 min. Order no. W-244 ($95.00 U.S.).

In this program, the techniques used by a garden designer, a landscape contractor and a landscape architect are explored. It touches on 3D models, CAD, conceptual drawing and presentation drawing.
**Suggested Use:** Landscape Design and Construction
**Other Use:** Design Studies

**Quick & Easy Container Water Gardens: Designs, Plans, and Instructions for Water Gardening on a Small Scale. Canadian ed.** (Print-Non-Fiction). Swindells, Philip. Fitzhenry & Whiteside Ltd. (FHW), 1998. 128 p. ISBN 1-55041-460-7 ($24.95 hdc.).

(CAN) As the title indicates, this resource contains 20 projects that are all on a small scale making it ideally suited for use in the classroom. Without major cost, students will be able to create either a still or moving water garden that fits their setting. The projects are laid out in an easy-to-follow, step-by-step fashion and are illustrated with colour photographs. An index is included.
**Suggested Use:** Gardening - Container and Water

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Upholstery; Welding

**Safety Care Series** (Video). Please refer to the titles: *Personal Protective Equipment* and *Understanding Hazards and Risks.*

**Saskatchewan: The Land** (Print-Non-Fiction). Melenchuk, Allan S. (Science Directions Series). AM Educational Research (NEL/AME), 1997. 48 p. ISBN 0-17-604994-0 ($29.95 pbk.). (AME) - Teacher's Resource Package - ISBN 0-9693829-6-0 ($29.95 pbk.).

(SK) This resource examines continental glaciation and how it shaped the land in Saskatchewan. The book also looks at soil formation, soil types and soil nutrients. The ways that human and natural forces have shaped post-glacial landforms are also examined. Activities and review questions are included. The resource can be used as a stand-alone or as a supplement to the *Science Directions* texts. Many black-and-white photographs, maps, charts and diagrams are included. This book contains a table of contents and a glossary.

A comprehensive teacher's resource package is available to support the student book.
**Suggested Use:** Botany and Soils
**Other Use:** Science: Grades 6 to 9; Science 10; Science: Secondary Level

**Science Directions Series** (Print-Non-Fiction). Please refer to the title: *Saskatchewan: The Land.*

**Soil Science & Management. 3rd ed.** (Print-Non-Fiction). Plaster, Edward J. Delmar Publications (NEL), 1997. 402 p. ISBN 0-8273-7293-0 ($83.00 hdc.).

Used as a teacher resource, this book will provide background information on virtually all topics related to soils. While the material is detailed and rather technical, the expanded table of contents makes it relatively easy to locate the exact one or two pages that are needed. Soil origin, properties of soil, drainage, plant nutrition, fertilizers and soil conservation are just a few of the many topics covered. Objectives, review questions and suggested activities are part of each chapter. Black-and-white photographs illustrate the key points and several charts and graphs are used to supplement the text. An index and a glossary are included.
**Suggested Use:** Botany and Soils; Teacher Reference

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace.

Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website *at* http://www15.hrdc- drhc.gc.ca/ awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Sustainable Landscape: Ecological Design Principles** (Video). San Luis Video Publishing (SLV), 1993. 32 min. Order no. R-212 ($95.00 U.S.).

Through sustainable landscaping, it is possible to increase the energy and water efficiency of an individual site. Landscape designers, engineers, biologists and architects illustrate how to use sustainability to enhance natural biodiversity and reduce waste.
**Suggested Use:** Landscape Design and Construction

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to workplace safety, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Weedless Gardening** (Print-Non-Fiction). Reich, Lee. Workman Publishing, Co. (ALL), 2001. 200 p. ISBN 0-7611-1696-6 ($14.95 pbk.).

The title of this book may appear as an oxymoron, but the author does in fact turn conventional wisdom on its head and presents a clear case for weedless gardening. Forgoing the annual digging up and working over of the soil, the author lays out an easy-to-follow, low-impact approach that is good for both plants and people. The book is easy to read, well illustrated and presents a new and practical approach to gardening. An index is included.
**Suggested Use:** Gardening - Flower, Fruit and Vegetable; Survey Course - Middle Level; Survey Course - Secondary Level

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Xeriscape: Appropriate Landscaping to Conserve Water** (Video). San Luis Video Publishing (SLV), 1989. 20 min. Order no. R-209 ($95.00 U.S.).

This program focuses on how to develop, install and maintain a xeriscape landscape design. Experts explain how xeriscape practices can be integrated into new and existing landscapes. Plant selection, irrigation techniques and hydrozoning are some of the topics covered.
**Suggested Use:** Landscape Design and Construction
**Other Use:** Design Studies

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Horticulture. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca /curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other horticulture resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Backyard Habitat for Canada's Wildlife** (Print-Non-Fiction). Mycio-Mommers, Luba and Fisher, Susan. Canadian Wildlife Federation (CNW), 1997. 189 p. ISBN 1-55029-090-8 ($24.95 spiral-bound).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**The Commercial Greenhouse. 2nd ed.** (Print-Non-Fiction). Boodley, James W. Delmar Publications (NEL), 1998. 612 p. ISBN 0-8273-7311-2 ($86.00 hdc.). Instructor's Manual - ISBN 0-8273-7312-0 ($23.00 pbk.).

**Container Gardening for Dummies** (Print-Non-Fiction). Marken, Bill and Editors of the National Gardening Association. (For Dummies Series). IDG Books Worldwide, Inc. (WIL), 1998. 334 p. ISBN 0-7645-5057-8 ($24.99 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Growing 101 Herbs That Heal: Gardening Techniques, Recipes, and Remedies** (Print-Non-Fiction). Hartung, Tammi. Storey Publishing (ALL), 2000. 250 p. ISBN 1-58017-215-6 ($30.36 pbk.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introductory Horticulture. 6th ed.** (Print-Non-Fiction). Reiley, H. Edward and Shry, Carroll L., Jr. Delmar Publications (NEL), 2002. 564 p. ISBN 0-7668-1567-6 ($70.00 hdc.).

**Landscaping: Principles and Practices. 5th ed.** (Print-Non-Fiction). Ingels, Jack E. Delmar Publications (NEL), 1997. 426 p. ISBN 0-8273-6735-X ($74.50 hdc.).

**The Prairie Water Garden** (Print-Non-Fiction). Harris, Paul and Warke, Terry. (Prairie Garden Books Series). Red Deer Press (RAI), 1998. 119 p. ISBN 0-88995-175-6 ($12.95 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Saskatchewan: The Land** (Print-Non-Fiction). Melenchuk, Allan S. (Science Directions Series). AM Educational Research (NEL/AME), 1997. 48 p. ISBN 0-

17-604994-0 ($29.95 pbk.). (AME) - Teacher's Resource Package - ISBN 0-9693829-6-0 ($29.95 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Manufacturing** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6850. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Mitosis: Sending the Genetic Message** (Video). Human Relations Media/HRM Video **(MGR)**, 1995. 27 min. Dup. order no. V6.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 13, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Botany.Com - The Encyclopedia of Plants*
http://www.botany.com/index.html

*Canadian Gardening - Compost Happens*
http://www.canadiangardening.com/HTML/tech_compost.html

*Canadian Gardening - Earthy Measures*
http://www.canadiangardening.com/HTML/tech_soilmixing.html

*Canadian Gardening Magazine*
http://www.canadiangardening.com/home.shtml

*Canadian Gardening Regions - Prairies*
http://www.canadiangardening.com/HTML/regions_pr2.html

*Career Awareness*
http://www.hrdc.gc.ca/career

*Careers in Botany - A Guide to Working With Plants*
http://www.botany.org/bsa/careers

*Common Saskatchewan Pests*
http://gardenline.usask.ca/pests/

*The Composting Council of Canada*
http://www.compost.org

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Fruit Growing in Saskatchewan*
http://www.ag.usask.ca/cofa/departments/hort/hortinfo/fruit/index.html

*Gardenline Master Document Index*
http://gardenline.usask.ca/index.htm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Interactive - Agriculture*
http://interactive.usask.ca/ski/agriculture/index.html

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Botany and Soils

Introduction to Botany
Mitosis: Sending the Genetic Message
Mulch It!: A Practical Guide to Using
Saskatchewan: The Land
Soil Science & Management

### Business Management

The Commercial Greenhouse
How to Make Money Growing Plants, Trees
Landscaping: Principles and Practices

### Career Development

Blueprint for Life/Work Designs
The Commercial Greenhouse
Cool Careers for Girls in Construction
Employability Skills Toolkit for the Self
Essential Skills/Compétences
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link
Manufacturing
Step Into the World of Workplace

### Gardening - Container and Water

The Container Gardening Encyclopedia
Container Gardening for Dummies
Garden for Life: Horticulture for People
The Joy of Planting: 101 Recipes for
Outdoor Water Features: 16 Easy-to
The Prairie Water Garden
Quick & Easy Container Water Gardens

### Gardening - Flower, Fruit and Vegetable

Backyard Habitat for Canada's Wildlife
Canadian Gardening's Vegetable Gardening
Carrots Love Tomatoes: Secrets of
Creating the Prairie Xeriscape: Low
Garden for Life: Horticulture for People
Insect Pests of the Prairies
Lois Hole's Perennial Favorites
Mulch It!: A Practical Guide to Using
Native American Gardening: Stories
101 Best Plants for the Prairies
Perfect Partners: Beautiful Plant
The Prairie Rock Garden
Weedless Gardening

### General

Hort-Hints III: Still More Practical Tips
Horticulture
Introductory Horticulture

### Greenhouses

The Commercial Greenhouse

### Herb Gardens

Growing 101 Herbs That Heal: Gardening
Healing Plants: A Medicinal Guide to

### Landscape Design and Construction

Canadian Garden Design: Ideas and
Canadian Gardening's Small-Space
Creating the Prairie Xeriscape: Low
Designing Your Gardens and Landscapes
Garden for Life: Horticulture for People
Landscape Maintenance
Landscaping: Principles and Practices
Presentation Techniques
Sustainable Landscape: Ecological Design
Xeriscape: Appropriate Landscaping to

### Plant Identification and Production

Canadian Encyclopedia of Plants and
The Complete Food Guide

### Safety

Construction Safety Training System

Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Landscape Maintenance
Manual Handling
Moving Online…More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Backyard Habitat for Canada's Wildlife
Canadian Gardening's Small-Space Gardens
Canadian Gardening's Vegetable Gardening
Cool Careers for Girls in Construction
Garden for Life: Horticulture for People
Helping Solve the **(Out of Print Section)**
Horticulture
Native American Gardening: Stories
The Prairie Rock Garden
The Prairie Water Garden
Weedless Gardening

### Survey Course - Secondary Level

Backyard Habitat for Canada's Wildlife
Canadian Gardening's Small-Space Gardens
Canadian Gardening's Vegetable Gardening
The Container Gardening Encyclopedia
Garden for Life: Horticulture for People
Helping Solve the **(Out of Print Section)**
Horticulture
Landscaping: Principles and Practices
Mulch It!: A Practical Guide to Using
Native American Gardening: Stories
Outdoor Water Features: 16 Easy-to
The Prairie Rock Garden
The Prairie Water Garden
Weedless Gardening

### Teacher Reference

Blueprint for Life/Work Designs
The Commercial Greenhouse
Creating the Prairie Xeriscape: Low
Essential Skills/Compétences
Guide for New Workers:
Counsellor/Classroom Introduction to
Botany
Soil Science & Management
Step Into the World of Workplace

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## CD-ROM

Construction Safety Training System
Essential Skills/Compétences
Moving Online…More *Ready for Work*

## Kit

Ready for Work

## Print-Non-Fiction

Backyard Habitat for Canada's Wildlife
Blueprint for Life/Work Designs
Canadian Encyclopedia of Plants and
Canadian Garden Design: Ideas and
Canadian Gardening's Small-Space Gardens
Canadian Gardening's Vegetable Gardening
Carrots Love Tomatoes: Secrets of
The Commercial Greenhouse
The Complete Food Guide
The Container Gardening Encyclopedia
Container Gardening for Dummies
Cool Careers for Girls in Construction
Creating the Prairie Xeriscape: Low
Designing Your Gardens and Landscapes
Employability Skills Toolkit for the Self
Garden for Life: Horticulture for People
Growing 101 Herbs That Heal: Gardening
Guide for New Workers
Guide for New Workers: Counsellor
Healing Plants: A Medicinal Guide to
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Hort-Hints III: Still More Practical Tips
Horticulture
How to Make Money Growing Plants, Trees
Insect Pests of the Prairies
Introduction to Botany
Introductory Horticulture
The Joy of Planting: 101 Recipes for
Landscaping: Principles and Practices
Lois Hole's Perennial Favorites
Mulch It!: A Practical Guide to Using
Native American Gardening: Stories
101 Best Plants for the Prairies
Outdoor Water Features: 16 Easy-to
Perfect Partners: Beautiful Plant
The Prairie Rock Garden
The Prairie Water Garden
Quick & Easy Container Water Gardens
Saskatchewan: The Land
Soil Science & Management
Step Into the World of Workplace
Weedless Gardening

## Video

Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Landscape Maintenance
Manual Handling
Manufacturing
Mitosis: Sending the Genetic Message
Personal Protective Equipment
Portable Extinguishers
Presentation Techniques
Safety Care Series
Sustainable Landscape: Ecological Design
Understanding Hazards and Risks
WHMIS
Xeriscape: Appropriate Landscaping to

# Machining 10, 20, 30

## Titles and Descriptions

**Advanced Machining Technology Handbook** (Print-Non-Fiction). Brown, James. McGraw-Hill Ryerson Limited (MHR), 1998. 579 p. ISBN 0-07-008243-X ($126.95 hdc.).

The key word to describe this resource is "advanced." The book goes beyond what the average high school student will be exposed to in a machining class, but it does provide excellent material for those who wish to pursue a career in machining. Its main purpose would be as a teacher reference book. The expanded table of contents provides easy access to detailed information on such topics as tolerances for cold forging, advantages of metal spinning, flat honing, end mills, facts about hardcoating and machining ceramics. Photographs, charts, drawings and tables are used throughout the book. As a handbook, it does an excellent job of providing answers to challenging questions and problems. An index is provided.
**Suggested Use:** General; Teacher Reference

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses. In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Options for Women Series** (Video). Please refer to the title: *Manufacturing.*

**Computer Numerical Control: A First Look Primer** (Print-Non-Fiction). Luggen, William W. Delmar Publications (NEL), 1997. 423 p. ISBN 0-8273-7245-0 ($63.00 pbk.). Instructor's Guide - ISBN 0-8273-7246-9 ($21.50 pbk.).

The subtitle of this resource, *A First Look Primer*, does a good job of capturing the intent of the book. The text is written at a level that makes it easy to understand, yet also provides all the important information that a student will need on the topic. Each concept is broken down into smaller units and presented in a logical step-by-step fashion. Photographs, drawings, charts, tables, objectives, review questions and shop activities are part of each chapter. A few of the topics covered include types of computer numerical control systems (CNC), X and Y words, simple CNC lathe programming, cutting tools and graphics-based computer programming. An index and a glossary are included.
**Suggested Use:** Numerical Control

**Computer Numerical Control: Concepts and Programming. 4th ed.** (Print-Non-Fiction). Seames, Warren S. Delmar Publications (NEL), 2002. 438 p. ISBN 0-7668-2290-7 ($74.00 hdc.).

The purpose of this book is to provide a useful reference for production engineers, machine programmers and those who teach CNC. It would make a useful teacher reference if CNC makes up part of the course. The objective of the book is for the learner to achieve an understanding of programming principles through the applications and problems presented in the book. Each of the chapters is broken down into short subsections. This makes it relatively easy to find information on topics such as binary numbers, look systems, tooling for hole operations, using an indexer, polar rotation, machining formulas and sample milling programs. Each chapter begins with a list of objectives and concludes with a summary and review questions. Photographs, drawings, tables and charts are used throughout the book. An index and a glossary are included.

The enclosed CD contains the sample programs that are provided in specific chapters.
**Suggested Use:** Numerical Control; Teacher Reference

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and WHMIS. Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, such as WHMIS, or all 12. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Mechanical and Automotive; Welding

**Cutting Metal** (Video). Classroom Video (CVO), 2002. 15 min. No order number is required. ($79.00).

A wide range of cutting methods used in industry is examined in this video. Excellent footage and explanations are used to cover topics such as CNC Oxy cutting, circular saw, CNC drilling machine and lathe operations.
**Suggested Use:** General
**Other Use:** Welding

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills that they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the toolkit can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Equipment and Machine Guarding** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1996. 15 min. No order number is required. ($195.00).

In this video, different types of machine guards and their functions are examined as well as the risks associated with not using them or using them improperly. The program stresses the importance and requirements of effective machine guarding in order to prevent accidents. The setting is in industry, but the message is relevant to high school.
**Suggested Use:** Safety

**The Essential Elements of Hand Safety** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1996. 13 min. No order number is required. ($195.00).

Working in a machine shop can be hazardous, and this video uses very graphic images to communicate that message. Mechanical, chemical, thermal and general hazards are examined. While not all of these hazards apply to high school shops, the safety message conveyed is important. The value of safe work practices and protective equipment to minimize hand injuries is stressed.
**Suggested Use:** Safety

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. Safety precautions that may appear as obvious are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Mechanical and Automotive; Welding

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and support services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed, and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**The Home Shop Machinist** (Periodical). Village Press, Inc. (VLG). Published bimonthly - ISSN 0744-6640 ($35.00 U.S.).

Published six times per year, this journal is an excellent resource for the machine shop teacher. Each issue contains many project ideas and background information on current topics. There are regular features on new resources and products as well as feature articles. Although there are a large number of

ads, students and teachers will find this a worthwhile resource.
**Suggested Use:** General; Teacher Reference

**Machine Tool and Manufacturing Technology** (Print-Non-Fiction). Krar, Steve F., Rapisarda, Mario and Check, Albert F. Delmar Publications (NEL), 1998. 692 p. ISBN 0-8273-6351-6 ($94.50 hdc.).

As a general resource, this book provides a comprehensive look at the latest technology in machine tooling and manufacturing. While the book provides a good introduction to metalworking and basic machining processes, the later chapters would be useful for the more advanced student. Topics such as careers, safety, measurement, hand tools, lathe, grinders and heat treating of steel are included. Black-and-white photographs and drawings are used to illustrate all of the key points, which are often presented in a step-by-step fashion. Each chapter begins with objectives and key terms and finishes with a summary and review. The book is written in an interesting and easy-to-understand style and would be useful as a backup to other resources. An index and a glossary are included.
**Suggested Use:** General

**Machine Tool Practices. 7th ed.** (Print-Non-Fiction). Kibbe, Richard R., et al. Prentice Hall Inc. (PRN), 2002. 816 p. ISBN 0-13-033447-2 ($132.95 hdc.).

This is a comprehensive resource that students will find easy to read and understand. Everything from hand tools to dimensional measurement, layout, indexing devices, grinders and CNC is discussed. The bulk of the book deals with the various types of machines–sawing, drilling, turning and milling. Each chapter begins with a list of objectives and concludes with a self-test. The book is very well illustrated with black-and-white photographs and drawings. A few colour plates are used to illustrate machine tools in action. An index and a glossary are also included.
**Suggested Use:** General

**Machine Tool Technology and Manufacturing Processes** (Print-Non-Fiction). Olivo, C. Thomas. C. Thomas Olivo Associates (NEL), 1987. 618 p. ISBN 0-938561-08-1 ($83.00 hdc.). Instructor's Guide - ISBN 0-938561-10-3 ($40.00 pbk.).

Although the book has a 1987 copyright date, the format and illustrations make it appear as new as several of the other recommended resources. While the content is not suitable for survey courses, the book is quite useful for students taking a pure machining course. All of the regular topics are covered including measuring, hand tools, cutting, drilling, lathes and milling. A handbook of tables is also included. Each chapter contains a review and a self-test. One unique feature is that this book has a section on safe practices at the end of each chapter. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Machine Trades Printreading** (Print-Non-Fiction). Proctor, Thomas E., Holloway, J. David and Grosse, Jonathan F. American Technical Pubs., Inc. (NEL), 1995. 298 p. ISBN 0-8269-1864-6 ($51.95 pbk.). Instructor's Guide - ISBN 0-8269-1865-4 ($21.50 pbk.). Transparencies - ISBN 0-8269-1866-2 ($290.00 binder).

In a concise manner with excellent illustrations, this book covers the basics of printreading in the machine trades. The first few chapters discuss the types of prints, object representation and shop math. The later chapters look at more specialized areas as they discuss tolerances, threads and fasteners, sectional views, machined features and gears and cams. Each chapter provides excellent background data concerning the aspect being discussed as well as many illustrations pointing out the various parts and how they are represented in drawings. An index and a glossary are included.
**Suggested Use:** Drawing, Measurement and Layout

**Machining Fundamentals: From Basic to Advanced Techniques** (Print-Non-Fiction).

Walker, John R. Goodheart-Willcox Publisher (NEL), 2000. 640 p. ISBN 1-56637-662-9 ($88.95 hdc.). Instructor's Manual - ISBN 1-56637-664-5 ($85.95 pbk.). Workbook - ISBN 1-56637-663-7 ($21.95 pbk.).

By combining an attractive layout with colour photographs and an easy-to-read text, the author has produced an excellent resource for machining students. The book is all-inclusive in its coverage as it explains the how, why and when of machining operations, set-ups and procedures. The advantages and disadvantages of various machining techniques are discussed. Each chapter has learning objectives and key terms in addition to a review. Safety is stressed throughout the book with highlighted sections following each procedure. The many colour photographs, drawings, charts and tables form an integral part of the book. An index and a glossary are included.

The instructor's manual includes research and development ideas as well as reproducible masters.
**Suggested Use:** General; Survey Course - Secondary Level

**Machinist's Workshop** (Periodical). Village Press, Inc. (VLG). Published bimonthly - ISSN 1521-8112 ($31.50 U.S.).

Formerly called *Projects in Metal*, this bi-monthly publication contains many project ideas that may be applicable to the advanced high school student. In addition to project ideas, each edition includes articles that provide tips on machine use and upkeep. Each project includes a set of plans that is well illustrated with black-and-white photographs to show each stage of the process.
**Suggested Use:** General; Teacher Reference

**Manufacturing** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6850. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf). (CAN) This program from the *Career Options for Women Series* is about women in manufacturing. An instrumentation technician, a machine operator and a horticulturalist are profiled. From exploring plants to building gym equipment, manufacturing is a field with unlimited potential!

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Horticulture

**Metal Projects: Book 2** (Print-Non-Fiction). Fifer, Bill. Goodheart-Willcox Publisher (NEL), 1974. 96 p. ISBN 0-87006-172-0 ($23.95 pbk.).

Although this book has been around for some time, the projects that it contains are still useful. The beginning as well as the advanced student will find practical ideas for class projects. Flower pot holders, chess sets, meat tenderizers, candlestick holders, pen bases and mailboxes are just a few of the many projects discussed in the book. Each project contains an excellent set of plans and a drawing or photograph of the finished product, but step-by-step procedures were intentionally excluded to encourage the learning process. An index is included.
**Suggested Use:** Drawing, Measurement and Layout; General; Survey Course - Middle Level; Survey Course - Secondary Level

**Metalwork: Technology and Practice. 9th ed.** (Print-Non-Fiction). Repp, Victor E. Glencoe/McGraw Hill (MHR), 1994. 703 p. ISBN 0-02-676484-9 ($96.95 hdc.). Student Workbook - ISBN 0-02-676486-5 ($18.95 pbk.).

This introductory book takes students through the basics of machining and metal fabrication technology. The reading level and layout make the book very suitable for a Middle or Secondary Level survey course. The information is presented in a concise format without a heavy reliance on jargon and detail. Topics include safety, metals, planning, measuring, benchwork, threads, fitting, sheet

metal, grinding, drilling, lathes and milling. Black-and-white drawings and photographs are used to illustrate each concept. Several project ideas are given. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($195.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Mechanical and Automotive; Welding

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide users with more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.

**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safe and Effective Grinding** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1991. 16 min. No order number is required. ($195.00).

The safe use of bench grinders is stressed in this video. Information is provided about how to mount grinding wheels, choosing the right grinding wheel for the job, understanding the wheel rating code numbers and dressing worn wheels.
**Suggested Use:** Grinding; Safety

**Safety Care Series** (Video). Please refer to the titles: *Equipment and Machine Guarding, The Essential Elements of Hand Safety, Personal Protective Equipment, Safe and Effective Grinding, Tools for Metal Work, Understanding Hazards and Risks* and *Working With Lathes.*

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

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| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Electrical and Electronics; Energy and Mines; Horticulture; Mechanical and Automotive; Upholstery; Welding

**Safety in the Workshop: Your Tools Are Out to Get You!** (Video). Classroom Video (CVO), 1998. 16 min. No order number is required. ($79.00).

In this video, an overview of safety tips is provided for tools and machines that are commonly used in wood or metals shops. Young men and women demonstrate the proper techniques. There is also a general introduction to protective clothing. Machines such as wood and metal lathes, sanders, bandsaws and drill presses are dealt with in some detail. The basic message is to identify the hazard, assess the risk and control the risk.
**Suggested Use:** Safety
**Other Use:** Construction and Carpentry

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as workplace norms. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc- drhc.gc.ca/ awm/default.asp.

**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Technology of Machine Tools. 5th ed.** (Print-Non-Fiction). Krar, Steve F. and Check, Albert F. Glencoe/McGraw Hill (MHR), 1997. 869 p. ISBN 0-02-803071-0 ($124.95 hdc.).

The purpose of this resource is to provide students with an introduction to conventional machining, to cover basic programming for CNC machines and to introduce new manufacturing technologies and processes. While general in scope, the book covers all the key topics–safety, measurement, hand tools, metal-cutting, drilling, lathes, milling, grinding and CNC. The book is illustrated with black-and-white photographs and drawings. The appendix includes many machining tables. An index and a glossary are also included.
**Suggested Use:** General; Survey Course - Secondary Level

**Tools for Metal Work** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1990. 20 min. No order number is required. ($195.00).

The safe and proper use of machining hand tools is the emphasis of this video. Tools such as the scriber, trysquare, punches, calipers and cold chisels are shown being used properly. The possible consequences of unsafe practices are also stressed.
**Suggested Use:** Hand Tools; Safety

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI ). 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Women in Machining** (Video). (Women in Nontraditional Careers Series). Her Own Words (HOW), 1997. 15 min. Order no. 22001 ($95.00 U.S.).

Seven women present the challenges and the satisfactions of earning a living in the traditionally male world of machining. Voice over coloured slides is the format used.
**Suggested Use:** Career Development

**Women in Nontraditional Careers Series** (Video). Please refer to the title: *Women in Machining.*

**Working With Lathes** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1991. 25 min. No order number is required. ($195.00).

Although this video is dated, the information it contains about the safe use of lathes is still applicable. In addition to the safety message, good information is provided about the components of a lathe and its correct use. Step-by-step instructions are given on correct centring, setting up the cutting tool, making rough and finish cuts and adjusting the cutting speed and feed.
**Suggested Use:** Lathe; Safety

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Learning, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Machining 10, 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html. or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other machining resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Machine Tool Practices. 7th ed.** (Print-Non-Fiction). Kibbe, Richard R., et al. Prentice Hall Inc. (PRN), 2002. 816 p. ISBN 0-13-033447-2 ($132.95 hdc.).

**Machine Trades Printreading** (Print-Non-Fiction). Proctor, Thomas E., Holloway, J. David and Grosse, Jonathan F. American Technical Pubs., Inc. (NEL), 1995. 298 p. ISBN 0-8269-1864-6 ($51.95 pbk.). Instructor's Guide - ISBN 0-8269-1865-4 ($21.50 pbk.). Transparencies - ISBN 0-8269-1866-2 ($290.00 binder).

**Machining Fundamentals: From Basic to Advanced Techniques** (Print-Non-Fiction). Walker, John R. Goodheart-Willcox Publisher (NEL), 2000. 640 p. ISBN 1-56637-662-9 ($88.95 hdc.). Instructor's Manual - ISBN 1-56637-664-5 ($85.95 pbk.). Workbook - ISBN 1-56637-663-7 ($21.95 pbk.).

**Metal Projects: Book 2** (Print-Non-Fiction). Fifer, Bill. Goodheart-Willcox Publisher (NEL), 1974. 96 p. ISBN 0-87006-172-0 ($23.95 pbk.).

**Metalwork: Technology and Practice. 9th ed.** (Print-Non-Fiction). Repp, Victor E. Glencoe/McGraw Hill (MHR), 1994. 703 p. ISBN 0-02-676484-9 ($96.95 hdc.). Student Workbook - ISBN 0-02-676486-5 ($18.95 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: (888) 682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://videodb.mg.sk.ca/index.html

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Some of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Manufacturing** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6850. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 13, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canada Job Futures – Machine Tool Operator*
http://www.jobfutures.ca/noc/9511.shtml

*Canada Job Futures – Machining*
http://jobfutures.ca/fos/T383.shtml

*Canadian Machinery and Metalworking*
http://www.canadianmetalworking.com

*Canadian Tooling and Machining Association*
http://www.ctma.com/

*Career Awareness*
http://www.hrdc.gc.ca/career

*CNC Concepts Inc.*
http://www.cncci.com/

*CNC Desktop Machine Information Centre*
http://www.desktopcnc.com/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Machine Shop Guide Online*
http://www.machineshopguide.com/

*Machinist Calipers - Trig Solutions*
http://www.darex.com/calipers/

*MetalWorking.Com*
http://www.metalworking.com

*Modern Machine Shop On Line*
http://www.mmsonline.com

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*Tap and Die Work*
http://www.widell.com/tech.html

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## Career Development

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to Manufacturing
Step Into the World of Workplace
Women in Machining

## Drawing, Measurement and Layout

Machine Trades Printreading
Metal Projects: Book 2

## General

Advanced Machining Technology Handbook
Cutting Metal
The Home Shop Machinist
Machine Tool and Manufacturing
Machine Tool Practices
Machine Tool Technology and
Machining Fundamentals: From Basic to
Machinist's Workshop
Metal Projects: Book 2
Metalwork: Technology and Practice
Technology of Machine Tools

## Grinding

Safe and Effective Grinding

## Hand Tools

Tools for Metal Work

## Lathe

Working With Lathes

## Numerical Control

Computer Numerical Control: A First Look
Computer Numerical Control: Concepts and

## Safety

Construction Safety Training
Don't Risk Your Life
Dying to Work
Equipment and Machine Guarding
The Essential Elements of Hand Safety
Eye Protection: The Humorous Approach
Moving Online…More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safe and Effective Grinding
Safety Care Series
Safety in the Workshop: Your Tools Are
Tools for Metal Work
Understanding Hazards and Risks
Working With Lathes
WHMIS

## Survey Course - Middle Level

Helping Solve the **(Out of Print Section)**
Metal Projects: Book 2
Metalwork: Technology and Practice

## Survey Course - Secondary Level

Helping Solve the **(Out of Print Section)**
Machining Fundamentals: From Basic to
Metal Projects: Book 2
Metalwork: Technology and Practice
Technology of Machine Tools

## Teacher Reference

Advanced Machining Technology Handbook
Blueprint for Life/Work Designs
Computer Numerical Control: Concepts and
Essential Skills/Compétences Essentielles

Guide for New Workers: Counsellor
The Home Shop Machinist
Machine Tool Technology and
Machinist's Workshop
Step Into the World of Workplace

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work* Ready for Work
Step Into the World of Workplace

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Construction Safety Training
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

### Kit

Ready for Work

### Periodical

The Home Shop Machinist
Machinist's Workshop

### Print-Non-Fiction

Advanced Machining Technology Handbook
Blueprint for Life/Work Designs
Computer Numerical Control: A First Look
Computer Numerical Control: Concepts and
Employability Skills Toolkit for the Self
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Machine Tool and Manufacturing
Machine Tool Practices
Machine Tool Technology and
Machine Trades Printreading
Machining Fundamentals: From Basic to
Metal Projects: Book 2
Metalwork: Technology and Practice
Step Into the World of Workplace
Technology of Machine Tools

### Video

Cutting Metal
Don't Risk Your Life
Dying to Work
Equipment and Machine Guarding
The Essential Elements of Hand Safety
Eye Protection: The Humorous Approach
Manufacturing
Personal Protective Equipment
Portable Extinguishers
Safe and Effective Grinding
Safety Care Series
Safety in the Workshop: Your Tools Are
Tools for Metal Work
Understanding Hazards and Risks
WHMIS
Women in Machining
Working With Lathes

# CARE AND HOSPITALITY CLUSTER

- Accounting 10, 20, 30
- Commercial Cooking 10, 20, 30
- Cosmetology 10, 20, 30
- Life Transitions 20, 30
- Tourism, Hospitality & Entrepreneurship A30, B30

# Accounting 10, 20, 30

## Titles and Descriptions

**Accounting 1. 6th ed.** (Print-Non-Fiction). Syme, George and Ireland, Tim. Prentice Hall Inc. (PRN), 2002. 792 p. ISBN 0-13-092332-X ($65.95 hdc.).

(CAN) While many accounting resources are written for Post-secondary Level students, this one has been written specifically for Canadian high school students. This one-volume work provides excellent coverage of most accounting areas. The role of accounting in business, balance sheets, ledgers, journals, postings, the accounting cycle and cash control are all covered. Information is also provided on merchandising businesses, payroll accounting and how to modify accounting systems. Case studies, career profiles, sample exercises, references to Simply Accounting and discussion questions are found in each chapter. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Accounting Principles: Volumes 1-3. Canadian ed.** (Print-Non-Fiction). Weygandt, Jerry J., et al. John Wiley & Sons Canada, Ltd. (WIL). Order numbers follow.

| | |
|---|---|
| Volume 1 - 2002 | |
| ISBN 0-470-83167-7 | ($51.95 pbk.) |
| Volume 2 – 2002 | |
| ISBN 0-470-83168-5 | ($47.95 pbk.) |
| Volume 3 - 1999 | |
| ISBN 0-471-64254-1 | ($43.95 pbk.) |
| Volumes 1-3 | |
| ISBN 0-471-64352-1 | ($104.95 set). |

(CAN) The goal of this resource is to create a student friendly book that provides a link between accounting principles, student learning and the real world. It is not just intended for future accountants, but it attempts to make the subject matter relevant to a student's personal life by providing information about credit, investments, loans and taxes. The three separate volumes examine all areas of accounting in a well-laid out-format. Each chapter begins with learning objectives and contains review sections along with activities for further study. Web links, photographs, case studies, charts and graphs are used to supplement the well-written text. An index is included.

Please note that Volumes 1 and 2 are the second Canadian edition, published in 2002. Volume 3, which deals with managerial accounting, is a first edition, published in 1999.
**Suggested Use:** General; Teacher Reference

**Accounting: The Basis for Business Decisions: Volumes 1 and 2. 8th Canadian ed.** (Print-Non-Fiction). Meigs, Robert F., et al. McGraw-Hill Ryerson Limited (MHR), 1999. 1100 p. ISBN 0-07-560922-3 ($99.95 set).

(CAN) This is an excellent resource for use in all three grades. While the information provided is very comprehensive, it is intended for the generalist who will be able to make better decisions with a basic understanding of accounting principles. There is an emphasis on managerial accounting. Each chapter ends with a review and practical problems to solve. An index is included.
**Suggested Use:** General; Teacher Reference

**Accounting: Volumes I-III. Canadian 5th ed.** (Print-Non-Fiction). Horngren, Charles T., et al. Prentice Hall Inc. (PRN), 2002. Order numbers follow.

| | |
|---|---|
| Volume I | |
| ISBN 0-13-139752-4 | ($48.41 pbk.) |
| Volume II | |
| ISBN 0-13-039763-6 | ($48.41 pbk.) |
| Volume III | |
| ISBN 0-13-089695-0 | ($48.41 pbk.) |
| Volumes I - III | |
| ISBN 0-13-039765-2 | ($103.65 set). |

(CAN) Although written for Post-secondary Level students, this book would also be an excellent teacher resource for additional information and teaching ideas. The 26 chapters are divided into three volumes for easier handling. Volume 1 examines the basic structure of accounting, accounting for assets and liabilities and also includes a section about careers in accounting. Volume 2 discusses corporate transactions and analysis of accounting information, while Volume 3 looks at management accounting, internal decision making and long-term decision making. Each chapter begins with objectives, contains supplementary materials such as web links and case studies from CBC *Venture* and concludes with a summation and several exercises for further study. Colour photographs, charts and graphs are used throughout this well-laid-out resource. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Agribusiness: Decisions and Dollars** (Print-Non-Fiction). Elliot, Jack. Delmar Publications (NEL), 1998. 330 p. ISBN 0-8273-6729-5 ($55.00 hdc.).

Good farm accounting has become even more important in the global economy. This American resource provides a very thorough discussion of all the tools that farmers will need for good financial management. A particular strength of the resource is its use of forms to track all the information that a farmer must have and be able to process, in order to be successful. An index and a glossary are included.
**Suggested Use:** Agricultural Accounting
**Other Use:** Agriculture

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts curricula.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Canadian Legal Guide for Small Business. 1st ed.** (Print-Non-Fiction). Swais, Nishan. Self-Counsel Press (SEL), 1999. 253 p. ISBN 1-55180-244-9 ($24.95 pbk.).

(CAN) Although this is a self-help resource aimed at owners of small businesses, the information in the book is quite useful to students as well. Concise and easy-to-read information can be found on topics such as contracts, insurance, patents, consumers and employees. Sample agreements, checklists and business documents are included.
**Suggested Use:** Banking; Partnerships; Survey Course - Secondary Level
**Other Use:** Entrepreneurship; Law 30

**Carita Dance Academy: An Accounting Simulation** (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1996. ISBN 1-896421-10-5 ($23.85).

(CAN) Similar to other practice sets/simulations, this resource can be used with students to duplicate the skills and knowledge that are needed to run a small service business. All of the necessary raw data is provided in order to maintain the journals and ledgers as well as to reconcile bank accounts.
**Suggested Use:** Service Firms

**Century 21 Accounting. 7th ed.** (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 690 p. Multicolumn Journal - ISBN 0-538-67694-9 ($69.00 hdc.). Multicolumn Journal Introductory Course - ISBN 0-538-67695-7 ($55.00 hdc.).

The layout and colourful graphics used in these resources have resulted in excellent accounting books that are appealing to use. The complete book offers three accounting cycles (service, merchandising and corporation) while the introductory book offers only the first two cycles. All aspects of accounting are covered in the books, and the case studies introduce businesses that will appeal to students. Each chapter is divided into several short, accessible lessons that cover one or two concepts. An index and a glossary are included.

One drawback is the lack of Canadian content in these American resources.
**Suggested Use:** General; Teacher Reference

**Century 21 Accounting: Advanced. 7th ed.** (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 681 p. ISBN 0-538-67746-5 ($67.00 hdc.).

This American resource builds on the topics that were introduced in the first year course volume and adds new topics related to management accounting, cost accounting, not-for-profit accounting and financial analysis. The other topics covered include departmentalized accounting, accounting control systems and general accounting adjustments. The layout is very student friendly and the book generally presents a view that accounting is interesting, upbeat and exciting. Diverse activities are presented in each chapter. The use of colour photographs, drawings and graphs add to the book's appeal. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Compu-Keys Computer School: An Accounting Simulation** (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1998. ISBN 1-896421-12-1 ($26.50).

(CAN) Similar to other accounting simulations, this kit puts students into the situation of being the accountant who has to process the transactions and produce a financial statement. All of the documents including cheque stubs, deposit book and bank statements have been supplied from the first two months of business. The journals and ledgers need to be maintained; accounts need to be reconciled and period-end adjustments need to be made.
**Suggested Use:** Service Firms

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to

ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the toolkit can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

The Human Resources Development Canada website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Excel Workshop for Teachers. 1st ed.** (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2001. 196 p. ISBN 1-57809-991-9 ($29.95 U.S. coil-bound).

Similar to other titles by Tom Snyder Productions, this resource offers teachers an excellent overview of the basics as well as the advanced procedures of Excel. The information presented covers versions 2001, 2000, 98 and 97. Step-by-step lessons are used to illustrate topics such as formulas, functions, cells, IF statements and merging. The sample applications provide real-world examples of how teachers have made use of Excel in their classrooms. The student projects illustrate how the spreadsheet can be used to help them with research and analysis. An index is included.

The enclosed CD-ROM includes additional activities and templates.
**Suggested Use:** Computerized Accounting; Teacher Reference
**Other Use:** Information Processing

**Financial Accounting Principles. 10th Canadian ed.** (Print-Non-Fiction). Larson, Kermit D., Jensen, Tilly and Carroll, Ray. McGraw-Hill Ryerson Limited (MHR), 2002. 1071 p. ISBN 0-07-088992-9 ($96.95 hdc.).

(CAN) This book combines the first two volumes of *Fundamental Accounting Principles* (see the following annotation).

Several changes are evident in this 10th edition of *Financial Accounting Principles* that have resulted in a book that places a greater emphasis on the basics of accounting than the former edition did. Distractions in the layout have been eliminated and the end-of-chapter material has been improved. Although aimed at a Post-secondary Level accounting class, this resource is an excellent choice as a teacher reference for the high school. The general nature of the content, the user friendly layout and the suggested activities can be an idea generator for teachers. An index is included.
**Suggested Use:** General; Teacher Reference

**Fundamental Accounting Principles. 10th Canadian ed.** (Print-Non-Fiction). Larson, Kermit D. and Jensen, Tilly. McGraw-Hill Ryerson Limited (MHR), 2002. Order numbers follow.

| | |
|---|---|
| Volume 1 | |
| ISBN 0-07-091572-5 | ($64.95 pbk.) |
| Volume 2 | |
| ISBN 0-07-088987-2 | ($66.95 pbk.) |
| Volume 3 | |
| ISBN 0-07-088990-2 | ($59.95 pbk.). |

(CAN) The first two volumes of this resource are contained in *Financial Accounting Principles* (see the previous annotation). By listing each of the three volumes separately, teachers have the option of purchasing only the resource that they will need. Volume 1 and 2 present an advanced introduction to accounting while Volume 3 of this set discusses management accounting. An index is included in each volume.
**Suggested Use:** General; Teacher Reference

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job, and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and support services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Heatherdale Golf Centre Ltd.: An Accounting Simulation** (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1999. ISBN 1-896421-03-2 ($32.90).

(CAN) Created for students in a senior accounting class, this accounting simulation is designed as a representation of a real-life situation. Documents similar to those used in business, such as cheque stubs, deposit slips, sales invoices and purchase orders, are included. This is an excellent resource that will assist students in applying their knowledge in a real-life simulation. It should take approximately 15-to-20 hours to complete.
**Suggested Use:** Merchandising Firms

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Learning Excel 2000** (Print-Non-Fiction). Fulton, Jennifer. DDC Publishing (PRN), 2000. 382 p. ISBN 1-56243-705-4 ($44.95 pbk.).

Starting with the basics, this resource then proceeds to discuss key procedures, formulas, manipulating worksheets, integrating with the Internet, advanced functions and creating hyperlinks. Each area has several exercises that take students step-by-step through the skills that are needed.

The CD-ROM includes data files, Internet simulations and computer literacy exercises.

The American content will create some problems, such as the entering of zip codes rather than postal codes. An index is included.
**Suggested Use:** Computerized Accounting
**Other Use:** Information Processing

**Learning Microsoft Excel 97** (Print-Non-Fiction). Vento, Cathy and Blanc, Iris. DDC Publishing (PRN), 1998. 408 p. ISBN 1-56243-441-1 ($52.88 pbk.).

This is a useful resource for presenting basic to advanced features of Excel 97. The directions are easy to follow, and there are many good student exercises. Some of the areas covered include worksheets, formulas, functions, charts, analyzing data and macro basics. An index is included.

The CD-ROM includes a multimedia tutorial of an Internet browser, simulated websites hyperlinks and data files to reduce the amount of typing.
**Suggested Use:** Computerized Accounting; Teacher Reference
**Other Use:** Information Processing

**Managerial Accounting: Concepts for Planning, Control, Decision Making. 5th Canadian ed.** (Print-Non-Fiction). Garrison, Ray H., et al. McGraw-Hill Ryerson Limited (MHR), 2001. 938 p. ISBN 0-07-087111-6 ($102.95 hdc.).

(CAN) Meant for senior or Post-secondary Level students, this resource provides excellent information on the three main areas of managerial accounting. The three management functions of planning operations, controlling activities and making decisions are covered in detail. Cost terms, variable costing, profit planning, capital budgeting and pricing products are just a few of the topics discussed. Charts, tables, graphs, case studies and exercises are found throughout the resource. An index is included.
**Suggested Use:** Management Accounting

**Mountain Carpets Ltd.: An Accounting Simulation** (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 2000. ISBN 1-896421-17-2 ($32.90).

(CAN) Created for students in a senior accounting class, this accounting simulation is designed as a representation of a real-life situation. Documents similar to those used in business, such as cheque stubs, deposit slips, sales invoices and purchase orders, are

included. This is an excellent resource for helping students to apply their knowledge in a real-life simulation. The kit can be easily adapted to computer application.
**Suggested Use:** Merchandising Firms

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Principles of Accounting. 3rd ed.** (Print-Non-Fiction). D'Amico, Vic, Palmer, Ted and D'Amico, Tom. Prentice Hall Inc. (PRN), 2002. 818 p. ISBN 0-13-034090-1 ($65.94 hdc.).

(CAN) The most recent edition of this standard Canadian resource places a greater emphasis on decision making and a systems approach to accounting procedures than the previous edition did. Balance sheets, journals, the accounting cycle, merchandising companies, financial analysis and payroll accounting are just a few of the areas covered. The book focuses on the computer as a principal accounting tool and makes references throughout the text to software packages such as Simply Accounting and QuickBooks. Case studies and career profiles are used to highlight each chapter. An index and a glossary are included.
**Suggested Use:** General

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Red Dragon Karate Studio: An Accounting Simulation** (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1995. ISBN 1-896421-06-7 ($26.50).

(CAN) This simulation provides everything a teacher will need to recreate the accounting practices for a small, newly launched unincorporated partnership. Cheque stubs, deposit slips, sales invoices, purchase invoices and monthly bank statements are included. A general and an accounts payable

ledger are also provided.
**Suggested Use:** Service Firms

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so that students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Using Simply Accounting Version 8.0 for Windows: An Integrated Simulation** (Print-Non-Fiction). Purbhoo, M. and Purbhoo, D. Addison-Wesley Longman, Inc. (PRN), 2001. 685 p. ISBN 0-201-71690-9 ($54.36 pbk.).

If students already have attained a basic skill level with Simply Accounting, this resource is an excellent addition to encourage further learning. Starting with the basics, the book takes students through virtually every element of the program in a step-by-step fashion. Information is provided on how to set up ledgers and journals for general accounts, payables and receivables. Payrolls, inventory, reconciling bank accounts and budgets are also covered. Each new skill is reinforced with practice and simulations, supported by data files on the enclosed CD-ROM. An index is included.
**Suggested Use:** Computerized Accounting

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI ), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**The World of Business: A Canadian Profile. 4th ed.** (Print-Non-Fiction). Murphy, Terry G., Wilson, Jack and Notman, David. Nelson Thomson Learning (NEL), 2001. 542 p. ISBN 0-17-620140-8 ($58.45 hdc.).

(CAN) This is an excellent resource that has been written specifically for high school students. Introductory information is provided that applies to several courses related to business, economics and finance. The layout is colourful, the case studies are interesting, and the activities will encourage further learning. The role of business, doing business in Canada and internationally, personal finance and becoming an entrepreneur are the main units of study. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Entrepreneurship; Life Transitions

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Learning, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Career Development; Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support resource-based learning in Accounting 10, 20, 30. Before choosing to purchase any resources, it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov. sk.ca /docs/paa.html.

These and other accounting resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Accounting 1. 6th ed.** (Print-Non-Fiction). Syme, George and Ireland, Tim. Prentice Hall Inc. (PRN), 2002. 792 p. ISBN 0-13-092332-X ($65.95 hdc.).

**Accounting: The Basis for Business Decisions: Volumes 1 and 2. 8th Canadian ed.** (Print-Non-Fiction). Meigs, Robert F., et al. McGraw-Hill Ryerson Limited (MHR), 1999. 1100 p. ISBN 0-07-560922-3 ($99.95 set).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Century 21 Accounting. 7th ed.** (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 690 p. Multicolumn Journal - ISBN 0-538-67694-9 ($69.00 hdc.). Multicolumn Journal Introductory Course - ISBN 0-538-67695-7 ($55.00 hdc.).

**Century 21 Accounting: Advanced. 7th ed.** (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 681 p. ISBN 0-538-67746-5 ($67.00 hdc.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Mountain Carpets Ltd.: An Accounting Simulation** (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 2000. ISBN 1-896421-17-2 ($32.90).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**The World of Business: A Canadian Profile. 4th ed.** (Print-Non-Fiction). Murphy, Terry G., Wilson, Jack and Notman, David. Nelson Thomson Learning (NEL), 2001. 542 p. ISBN 0-17-620140-8 ($58.45 hdc.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on April 15, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Accountants World*
http://www.accountantsworld.com

*Accounting Terminology Guide*
http://www.nysscpa.org/prof_library/guide.htm

*Analyzing Company Reports - Understanding Balance Sheets*
http://www.ameritrade.com/educationv2/fhtml/learning/ubalsheets.fhtml

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Institute of Chartered Accountants*
http://www.cica.ca/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Careers in Accounting*
http://www.careers-in-accounting.com/

*Essentials Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/esp.asp

*Forensic Accounting Demystified*
http://www.forensicaccounting.com/home.html

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Introduction to Accounting in Canada*
http://accountingeducation.com/library/library199.html

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Assessment Management Agency*
http://www.sama.sk.ca/

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour – Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Agricultural Accounting

Agribusiness: Decisions and Dollars

### Banking

The Canadian Legal Guide for Small

### Career Development

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship
Step Into the World of Workplace Learning

### Computerized Accounting

Excel Workshop for Teachers
Learning Excel 2000
Learning Microsoft Excel 97
Using Simply Accounting Version 8.0

### General

Accounting 1
Accounting Principles: Volumes 1-3
Accounting: The Basis for Business
Accounting: Volumes I-III
Century 21 Accounting
Century 21 Accounting: Advanced
Financial Accounting Principles
Fundamental Accounting Principles
Principles of Accounting
The World of Business: A Canadian

### Management Accounting

Managerial Accounting: Concepts

### Merchandising Firms

Heatherdale Golf Centre Ltd.: An Accounting
Mountain Carpets Ltd.: An Accounting

### Partnerships

The Canadian Legal Guide for Small

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks

### Service Firms

Carita Dance Academy: An Accounting
Compu-Keys Computer School: An
Red Dragon Karate Studio: An Accounting

### Survey Course - Middle Level

Helping Solve the **(Out of Print Section)**

### Survey Course - Secondary Level

Accounting 1
The Canadian Legal Guide for Small
Helping Solve the **(Out of Print Section)**
The World of Business: A Canadian

### Teacher Reference

Accounting Principles: Volumes 1-3
Accounting: The Basis for Business
Accounting: Volumes I-III
Blueprint for Life/Work Designs
Century 21 Accounting
Century 21 Accounting: Advanced
Essential Skills/Compétences Essentielles

Excel Workshop for Teachers
Financial Accounting Principles
Fundamental Accounting Principles
Guide for New Workers: Counsellor
Learning Microsoft Excel 97

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

### Kit

Carita Dance Academy: An Accounting
Compu-Keys Computer School: An
Heatherdale Golf Centre Ltd.: An Accounting
Mountain Carpets Ltd.: An Accounting
Ready for Work
Red Dragon Karate Studio: An Accounting

### Print-Non-Fiction

Accounting 1
Accounting Principles: Volumes 1-3
Accounting: The Basis for Business
Accounting: Volumes I-III
Agribusiness: Decisions and Dollars
Blueprint for Life/Work Designs
The Canadian Legal Guide for Small
Century 21 Accounting
Century 21 Accounting: Advanced
Employability Skills Toolkit for the Self
Excel Workshop for Teachers
Financial Accounting Principles
Fundamental Accounting Principles
Helping Solve the **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship
Learning Excel 2000
Learning Microsoft Excel 97
Managerial Accounting: Concepts
Principles of Accounting
Step Into the World of Workplace Learning
Using Simply Accounting Version 8.0
The World of Business: A Canadian Profile

### Video

Don't Risk Your Life
Dying to Work
Understanding Hazards and Risks

# Commercial Cooking 10, 20, 30

## Titles and Descriptions

**Advanced.fst: Food Safety Training in Canada: Manager Certification Coursebook. Canadian ed.** (Print-Non-Fiction). Educational Foundation of the National Restaurants (KCL), 2001. 182 p. ISBN 0-920591-03-5 ($88.00 pbk.).

(CAN) Although this resource has been created as a self-contained coursebook with quizzes, the information is very valuable for anyone working in the food industry. Four key areas are examined: the challenges to food safety, the flow of food, developing a food safety system and maintaining sanitary facilities and equipment. Each area uses a step-by-step approach to present the information and encourage learning. Drawings and photographs illustrate the key points. An index and a glossary are included.
**Suggested Use:** Safety and Sanitation
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**BASICS.fst: Food Safety Training in Canada** (Print-Non-Fiction). Kostuch Publications Ltd./TrainCan (KCL), 2000. 65 p. ISBN 0-9662650-2-5 ($15.95 pbk.).

(CAN) Considering the size of this booklet, there is a wealth of information that the classroom teacher will find directly applicable to the classroom. In addition to background information about personal hygiene, cleaning and sanitizing, applying food-safety concepts and food-safety regulations, there are several excellent teaching activities. The index and glossary of terms are combined into one section.
**Suggested Use:** Safety and Sanitation; Survey Course - Secondary Level
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Options for Women Series** (Video). Please refer to the title: *Culinary*.

**Catering Management. 2nd ed.** (Print-Non-Fiction). Scanlon, Nancy Loman. John Wiley & Sons Canada, Ltd. (WIL), 2000. 269 p. ISBN 0-471-33327-1 ($90.50 hdc.).

This resource offers both the professional and the aspiring caterer detailed advice on all of the crucial elements needed for a successful business. The different styles of catering, menus, pricing, beverage management, equipment and marketing are all covered. Photographs, charts and samples are used to illustrate key points. An index is included.
**Suggested Use:** Work Study; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Chemistry of Cooking** (Video). Classroom Video (CVO), 2000. 20 min. No order number is required. ($79.00).

This program looks at basic physical and chemical changes to food during preparation and cooking. While this may sound rather technical, the video is very interesting and entertaining in addition to being educational. As the chef whips up an egg sponge, many chemical changes are illustrated.
**Suggested Use:** Cooking Techniques
**Other Use:** Food Studies

**Choosing a Career in the Restaurant Industry. Rev. ed.** (Print-Non-Fiction). Beal, Eileen. (The World of Work Series). Rosen Publishing Group (SBC), 1999. 64 p. ISBN 0-8239-3002-5 ($32.35 hdc.).

With simple, clear language written in large print, this resource presents various career opportunities in the restaurant industry. Back-of-the-house, front-of-the-house, and management positions are described. The information presented on personal and business skills will enable the student to make a wise decision about working in this industry. Numerous coloured and black-and-white photographs accentuate the text. Included are a table of contents, a glossary and an index.
**Suggested Use:** Career Development; Survey Course - Middle Level
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Culinary** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6846. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

(CAN) This program from the *Career Options for Women Series* highlights the culinary arts. The "career menu" includes a baker, a butcher and a chef. Viewers are informed that on average, women fill less than 30 percent of these positions. However, with nearly a million Canadians working in the food service industry, this career field offers a wealth of opportunity. In fact, the food service industry is the third largest private sector employer in Canada. This program introduces three dynamic women whose recipe for success is a culinary career.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Food Studies;Tourism, Hospitality and Entrepreneurship

**Design and Equipment for Restaurants and Foodservice: A Management View** (Print-Non-Fiction). Katsigris, Costas and Thomas, Chris. John Wiley & Sons Canada, Ltd. (WIL), 1999. 591 p. ISBN 0-471-09068-9 ($97.50 hdc.).

When setting up a restaurant, there are many issues to be dealt with in addition to the menu and customer service. The kitchen must be designed and equipped so that preparing and cooking the food is done efficiently and safely. This resource examines buying and installing of foodservice equipment, designing kitchens for safety and efficiency and being environmentally friendly. Several photographs and drawings supplement the text. While the amount of detail may exceed students' needs, the resource is excellent for research and teacher use. An index and a glossary are included.
**Suggested Use:** Kitchen Organization; Tools and Equipment; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Designing a Restaurant** (Video). Classroom Video (CVO), 1999. 22 min. No order number is required. ($79.00).

This video examines how a heritage building in Sydney, Australia was turned into a restaurant. The design and construction phase are dealt with as well as the work of putting together a functional kitchen. Although it is an Australian example, the principles remain the same for Canada.
**Suggested Use:** Career Development; Kitchen Organization

**Other Use:** Construction and Carpentry; Interior Design; Tourism, Hospitality and Entrepreneurship

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed, as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety and Sanitation
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference

**Other Use:** All PAA Curricula

**Essentials of Cooking** (Print-Non-Fiction). Peterson, James. Artisan Press Ltd. (ALL), 1999. 299 p. ISBN 1-57965-120-8 ($59.95 hdc.).

This well-illustrated resource contains over 150 recipes that can be applied to home cooking or restaurant use. The book covers everything from the basics such as peeling vegetables and making a green salad to recipes for vegetables, fish, poultry and meat. There is also a section that gives tips on topics such as filleting a salmon, cutting up a rabbit or curing seafood. The excellent colour photographs make the recipes come alive. An index and a glossary are included.
**Suggested Use**: Cooking Techniques; Food Preparation; Survey Course - Secondary Level
**Other Use:** Food Studies

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Exploring Professional Cooking. 4th ed.** (Print-Non-Fiction). Ray, Mary Frey and Lewis, Evelyn Jones. McGraw-Hill Ryerson Limited (MHR), 1996. 416 p. ISBN 0-02-668489-6 ($68.40 hdc.). Teacher's Resource Binder - ISBN 0-02-668491-8 ($96.65 binder).

A combination of excellent photographs, drawings, charts and an easy-to-follow format helps to make this resource very appealing and useful in all aspects of commercial cooking. Some of the topics covered include the food service industry, the menu, safety, equipment and food preparation in all areas. Each chapter has a set of objectives, a vocabulary, a summation and a review. As this is an American resource, the units of measure are in Imperial. A glossary and an index are included.

A teacher's resource binder accompanies the text and includes many useful sections such as overheads, school-to-work handouts, recipes and information on customer service.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Fast Food Nation: The Dark Side of the All-American Meal** (Print-Non-Fiction). Schlosser, Eric. Houghton Mifflin Company (ALL), 2001. 356 p. ISBN 0-395-97789-4 ($38.95 hdc.).

This is an excellent resource that can help students to understand the influence the fast food industry has on diet, employment, lifestyle and society as a whole. The author has used an investigative style of writing to unravel many disturbing truths about the fast food industry. The discussion ranges from American cultural imperialism to an epidemic of obesity, but the facts are clearly presented. Students may not approach fast food with the same attitude after reading this book. Black-and-white photographs illustrate the key points. An index is included.
**Suggested Use:** Teacher Reference
**Other Use:** Food Studies; Social Studies 20

**Food Design** (Video). Classroom Video (CVO), 2000. 20 min. No order number is required. ($79.00).

The aim of this program is to give students the inspiration, confidence and knowledge to be creative when designing a new food product. The characteristics and properties of food are examined and this knowledge is used to create new recipes and presentations.
**Suggested Use:** Food Preparation
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**Food for Today. 7th ed.** (Print-Non-Fiction). Kowtaluk, Helen and Kopan, Alice Orphanos. Glencoe/McGraw-Hill (MHR), 2000. 720 p. ISBN 0-02-643048-7 ($75.55 hdc.).

The large text, bolded headings, diagrams, charts and coloured photographs make this a very practical resource for students. Unit One contains information on food and nutrition. Unit Two discusses workspace, tools and techniques. Unit Three covers consumer

decisions. Unit Four focuses on foods for meals and snacks. Unit Five explores foods from around the world as well as careers in food and nutrition. This book includes a table of contents, a glossary, a nutritive value of foods appendix and an index.
**Suggested Use:** General; Survey Course - Middle Level
**Other Use:** Food Studies

**Food Preparation. 2nd ed.** (Print-Non-Fiction). Haines, Robert G. and Miller, R. T. American Technical Publishers, Inc. (NEL), 1999. 604 p. ISBN 0-8269-4436-1 ($79.95 hdc.).

This resource is very comprehensive in nature and covers all elements of food preparation from careers and tools to cooking appetizers, beef and cakes. Each chapter provides an excellent overview of the food being discussed and then presents several recipes in a very clear format. The recipes are written for large servings – 25 to 50. Trade tips, colour photographs, drawings and charts are used throughout the book. This is an excellent resource that provides an overview of the field. Due to the American nature of the book, no Metric measurements are used. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**Food Preparation for the Professional. 3rd ed.** (Print-Non-Fiction). Mizer, David A., et al. John Wiley & Sons Canada, Ltd. (WIL), 2000. 549 p. ISBN 0-471-25187-9 ($78.95 hdc.).

All aspects of commercial cooking are covered within this resource. Each chapter deals with a key area of the curriculum such as safety, preparation, equipment, nutrition and cooking techniques for all the food areas. The resource is very good at explaining "why" food preparation works rather than just naming the process. Black-and-white photographs, line drawings, charts and tables help to explain the processes being discussed. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Food Safety** (Video). (Kitchen Safety Series). Cambridge Educational (KIN), 1995. 90 min. Order no. 4032 ($129.95). Set of 3 programs including 10 posters - Order no. 4030/0405 ($365.00).

This program explains why safe food handling procedures are essential in the kitchen. Demonstrations of proper and improper procedures include hand washing, contamination of tools and surfaces, safe temperature zones for food storage, proper handling of poultry and other potential trouble foods and the use of suitable storage containers. Students working in the food service industry will benefit from this information.
**Suggested Use:** Safety and Sanitation
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**Food Safety: The Usual Suspects** (Video). Classroom Video (CVO), 1999. 27 min. No order number is required. ($79.00).

Although this video was produced in a very traditional style, the information presented is quite useful. From the raw materials to the supermarket shelves, students see how producers ensure that food is safe. The importance of hygiene, sources of food poisoning and storage are a few of the topics covered.
**Suggested Use:** Safety and Sanitation
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**The Food Service Industry: Employee Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 10 min. Dup. order no. V11.

In order to obtain a job in the food service industry and keep it, one needs to know what will be expected during the interview process and after being hired for a position. The basic

skills needed to present oneself effectively and the attitude one must have to be a desirable employee are addressed in this program.
**Suggested Use:** Career Development; Work Study
**Other Use:** Tourism, Hospitality and Entrepreneurship

**The Food Service Industry: Management Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 9 min. Dup. order no. V10.

Food service management demands a wide cross section of job skills, training and stamina. While it can be very rewarding, there are many responsibilities that managers of food service establishments must fulfill in order to be successful. Some of the training that may be needed to get a position in food service management is described. People, time and material management are the focus of this program.
**Suggested Use:** Career Development; Work Study
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Food Service Skills Series. 2nd ed.** (Print-Non-Fiction). Pepper, Michael R., ed. Glencoe/McGraw-Hill (MHR), 1993. Order numbers follow. ($26.55 pbk.).

Recommended titles in this series include the following:

| | |
|---|---|
| *Customer Service* | ISBN 0-02-667508-0 |
| *Fast Foods and Short-Order Cooking* | ISBN 0-02-667511-0 |
| *Menu Planning and Cost Control* | ISBN 0-02-667502-1 |
| *Quantity Food Techniques* | ISBN 0-02-667506-4 |
| *Safety and Sanitation* | ISBN 0-02-667504-8 |
| *Starting Your Career in Food Service* | ISBN 0-02-667513-7. |

Each of these short booklets provides practical information in a step-by-step fashion. Within each chapter the text is sub-divided into short, readable sections. The chapters start with a set of objectives and conclude with a review. The black-and-white photographs and the layout tend to date the resource, but it is still useful where great detail is not needed. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Fundamentals of Menu Planning. 2nd ed.** (Print-Non-Fiction). McVety, Paul J., Ware, Bradley J. and Levesque, Claudette. John Wiley & Sons Canada, Ltd. (WIL), 2001. 225 p. ISBN 0-471-36947-0 ($82.50 pbk.).

The key component to a successful restaurant is the menu. This resource takes students step-by-step through the process of creating and planning a menu. Concepts of design, pricing and marketing are also covered. Several tables and work forms as well as sample menus are included to assist with planning. An index is included.
**Suggested Use:** Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound.).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan

Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Guide to Good Food** (Print-Non-Fiction). Largen, Velda L. and Bence, Deborah L. Goodheart-Willcox Publisher (NEL), 2002. 718 p. ISBN 1-56637-765-X ($85.50 pbk.).

This comprehensive resource about food and nutrition is designed to help the reader make healthy food choices. Four main areas are addressed: the importance of food, management of food, preparation of food and foods of the world. A career component is embedded in each chapter. Many coloured photographs, charts and consumer and safety tips are used throughout. This book is written from an American perspective. Included in this resource are a table of contents, a nutritive value of foods appendix, a glossary and an index.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Food Studies

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Introduction to Management in the Hospitality Industry. 7th ed.** (Print-Non-Fiction). Powers, Tom and Barrows, Clayton W. John Wiley & Sons Canada, Ltd. (WIL), 2003. 631 p. ISBN 0-471-35901-7 ($84.40 hdc.).

This comprehensive book provides information on hospitality as a single, interrelated industry. It is organized around the following major topics: careers, food service, lodging, tourism and management. The last chapter focuses on the role of service in the hospitality industry. Covered in depth are management aspects of hotels, food and service, and restaurants. Franchising, new developments in the field, and consumer trends and preferences are included. Each chapter begins with stated purpose and chapter goals and concludes with a chapter summary, key word list, review questions and Internet exercises. Numerous black-and-white photographs, charts and graphs are interspersed throughout the text. This book includes a table of contents and an index.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Kitchen Safety: Is Your Kitchen Out to Get You?** (Video). Learning Seed Company (MCI), 1997. 17 min. Order no. 200087 ($129.00).

Using a tongue-in-cheek approach, this video presents a serious message in an entertaining way. Viewers learn to prevent accidents by eliminating kitchen hazards before they cause

damage. Sizzling oil, hot pans, electricity and water, knives, whirring blades and natural gas are all potential hazards in the kitchen. Suggestions on how to create a safe environment are given.
**Suggested Use:** Safety
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Kitchen Safety Series** (Video). Please refer to the title: *Food Safety*.

**Knife Skills Series** (Video). Please refer to the title: *Knife Skills: Vegetable Cuts*.

**Knife Skills: Vegetable Cuts** (Video). (Knife Skills Series). The Culinary Institute of America (CIA), n.d. 23 min. No order number is required. ($80.00 U.S.).

This video presents practical step-by-step information on the skills needed for cutting vegetables in the commercial kitchen. Proper selection and holding of a knife is shown as well as the types of cuts that can be made.
**Suggested Use:** Safety; Tools and Equipment

**Marketing by Menu. 3rd ed.** (Print-Non-Fiction). Scanlon, Nancy Loman. John Wiley & Sons Canada, Ltd. (WIL), 1999. 257 p. ISBN 0-471-25330-8 ($82.50 hdc.).

For a teacher who would like detailed information on menu planning, this resource would be useful. There is information on how to menu plan for profit, how to design a menu and how to market it. Black-and-white illustrations help to point out key concepts being discussed. An index and a glossary are included.
**Suggested Use:** Work Study; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**The New Complete Book of Food: A Nutritional, Medical, and Culinary Guide** (Print-Non-Fiction). Rinzler, Carol Ann. Facts on File, Inc. (ERD), 1999. 440 p. ISBN 0-8160-3987-9 ($69.05 hdc.).

From A to Z, this resource provides nutritional, culinary and consumer information about most foods. Foods such as beets, gelatin, flour, oranges and poultry are covered in a three-to-six-page spread. Topics such as nutrients, nutritious serving ideas, buying, storing, preparing and cooking are then discussed for each of these foods. The book provides an easy and authoritative way to access important nutritional information. An index is included.
**Suggested Use:** Food Preparation; Teacher Reference
**Other Use:** Food Studies

**Nutrition for Foodservice and Culinary Professionals. 4th ed.** (Print-Non-Fiction). Drummond, Karen Eich and Brefere, Lisa M. John Wiley & Sons Canada, Ltd. (WIL), 2001. 574 p. ISBN 0-471-34777-9 ($105.50 hdc.).

Although written for the American market, this very complete resource can provide some excellent background information to virtually all areas related to nutrition. The expanded table of contents makes it relatively easy to

locate detailed information concerning calories, functions of carbohydrates, fibre in food or the functions of lipids. The book also goes beyond the realm of food and discusses healthy menus, marketing a light menu, weight management, nutrition and disease, and nutrition over the life cycle. Charts and graphs supplement the text. Canadian data will need to be inserted whenever regulations or food guides are being discussed. An index and a glossary are included.
**Suggested Use:** Teacher Reference
**Other Use:** Food Studies

**Nutrition for Foodservice Managers: Concepts, Applications, and Management** (Print-Non-Fiction). Mahmood, A. Kahn. John Wiley & Sons Canada, Ltd. (WIL), 1998. 393 p. ISBN 0-471-12951-8 ($97.50 hdc.).

When a teacher needs comprehensive and detailed information about nutrition, nutrients, recipe development and menu planning, this resource will be very suitable. It is scientific in its approach and uses American guidelines, but useful background information can be obtained. An index and a glossary are included.
**Suggested Use:** Food and Nutrition; Food Preparation; Teacher Reference
**Other Use:** Food Studies; Tourism, Hospitality, and Entrepreneurship

**On Cooking: A Textbook of Culinary Fundamentals. 2nd Canadian ed.** (Print-Non-Fiction). Labensky, Sarah R., et al. Pearson Education Canada (PRN), 2003. 1082 p. ISBN 0-13-039956-6 ($83.25 hdc.).

(CAN) This is one of the few resources "published expressly for Canadian students and instructors" in the culinary arts. While the emphasis is on culinary principles and procedures, the "how" and "why" of cooking are also covered. The first section examines the professionalism behind the industry. Section Two looks at preparation, while Sections Three and Four look at cooking and baking. The last part deals with meal service and presentation. Each chapter within the sections has learning objectives, questions for further discussion and weblinks. The recipes are by Canadian chefs and measurements are given in Imperial and Metric. The use of colour photographs throughout the text adds to its appeal. An index and a glossary are included.

The enclosed CD-ROM includes all of the recipes in the book plus over 280 additional recipes. The CD allows teachers to customize the ingredients and the yield.
**Suggested Use:** General
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Practical Cookery. 9th ed.** (Print-Non-Fiction). Ceserani, Victor, Kinton, Ronald and Foskette, David. Hodder & Stoughton Educational (BHU), 2000. 598 p. ISBN 0-340-74941-5 ($49.95 hdc.).

This comprehensive resource examines all aspects of food preparation for commercial purposes, but also applies to home cookery. In addition to discussions about the various methods of cookery, recipes are given for soups, hors-d'oeuvres, eggs, pasta, fish, meat and poultry. There are also sections on ethnic and vegetarian dishes. The skills of proper preparation, presentation, nutrition and cost control are stressed. Safety within the

kitchen and the proper use of tools are also highlighted. Colour photographs illustrate most of the recipes. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**The Prevention of Food Poisoning. 4th ed.** (Print-Non-Fiction). Trickett, Jill. Nelson Thornes Publishers (BHU), 2001. 168 p. ISBN 0-7487-5893-3 ($34.95 pbk.).

Using easy-to-read text and drawings that illustrate the correct and incorrect methods of food handling, this resource will prove very useful as an introduction to the topic. Although the food hygiene regulations cited are British, the way to properly handle food is universal. Each chapter ends with a summary. An index is included.
**Suggested Use:** Safety and Sanitation
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**Professional Baking. 3rd ed.** (Print-Non-Fiction). Gisslen, Wayne. John Wiley & Sons Canada, Ltd. (WIL), 2001. 646 p. ISBN 0-471-34647-0 ($96.95 hdc.).

This resource provides an excellent overview to all aspects of baking breads, pastries, cakes, cookies and other desserts. The illustrations, layout and recipes will make this resource very popular. Metric measurements are given. A glossary and an index are included.
**Suggested Use:** Cooking Techniques

**The Professional Chef's Knife Kit** (Print-Non-Fiction). The Culinary Institute of America. John Wiley & Sons Canada, Ltd. (WIL), 2000. 150 p. ISBN 0-471-34997-6 ($42.00 pbk.).

This is an excellent resource to prepare students for the use and care of knives. In a step-by-step approach, the black-and-white photographs and drawings illustrate the procedures to follow to perform the proper cuts of various foods. An index and a glossary are included.
**Suggested Use:** Tools and Equipment; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**The Professional Chef's Techniques of Healthy Cooking. 2nd ed.** (Print-Non-Fiction). The Culinary Institute of America. John Wiley & Sons Canada, Ltd. (WIL), 2000. 634 p. ISBN 0-471-33269-0 ($89.95 hdc.).

Although the nutrition information presented is for an American reader, the comprehensive nature of the resource will make it useful for Saskatchewan teachers. The first three sections examine the principles of nutrition and healthy cooking and how to market a healthy menu. The last section gives many recipes in areas such as salads, meat, fish, grains, pasta, breakfast and desserts. It is very well illustrated with colour photographs. The recipe amounts are given in Metric and Imperial. A glossary, a subject index and a recipe index are given.
**Suggested Use:** Cooking Techniques; Food Preparation; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Professional Cooking. 5th ed.** (Print-Non-Fiction). Gisslen, Wayne. John Wiley & Sons Canada, Ltd. (WIL), 2003. 960 p. ISBN 0-471-43625-9 ($78.00 hdc.).

Every aspect of food preparation is covered in this very comprehensive and professional resource. Both theory and practice are emphasized for all kitchen procedures and techniques by providing fundamental information and application for adaptations. Some of the general topics covered include sanitation and safety, tools and equipment, basic cooking principles and the structure of the menu. The main focus of the book is the preparation of foods such as sauces, meats, fish, vegetables and pastries. Over 900 recipes are given, all with Imperial and Metric amounts. Many of the coloured photographs clearly illustrate procedure and techniques. The book contains a table of contents, a

recipe table of contents, a bibliography, a glossary and an index.
**Suggested Use:** General; Teacher Reference
**Other Use:** Food Studies; Tourism, Hospitality and Entrepreneurship

**Quantity Food Production, Planning, and Management. 3rd ed.** (Print-Non-Fiction). Knight, John B. and Kotschevar, Lendal H. John Wiley & Sons Canada, Ltd. (WIL), 2000. 500 p. ISBN 0-471-33347-6 ($97.50 hdc.).

This new edition has 80 percent of the material revised to address current trends. The approach of the text is to address the multitude of situations and challenges facing people in the foodservice industry. The book is divided into two sections–quantity food planning and quantity food production. Within the first section are chapters such as producing a menu, equipment, nutrition and human resources. The second section looks at the actual cooking procedures for stocks, vegetables, meats and dairy products. Each chapter has learning objectives, website references, review questions and case studies. Metric measurements are not used as this is an American publication. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**The Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**The Restaurant: From Concept to Operation. 3rd ed.** (Print-Non-Fiction). Walker, John R. and Lundberg, Donald E. John Wiley & Sons Canada, Ltd. (WIL), 2001. 418 p. ISBN 0-471-35606-9 ($105.50 hdc.).

By using this resource, students will have an excellent opportunity to learn about the many variables that must be mastered to open and run a successful restaurant. The book takes the reader step by step through the process of deciding on a concept and location, designing the building, developing a business plan, financing, creating a menu, equipping the kitchen, purchasing the food, recruiting and training staff and customer relations. Photographs, case studies, sample charts and review questions assist in making the book useful. The American information about legal and tax matters will need to be supplemented by Canadian data. An index and a glossary are included.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

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|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Horticulture; Machining; Mechanical and Automotive; Upholstery; Welding

**Skills in Food Service Series** (Video). Meridian Education Corporation. **(MGR)**, 1999. 14-15 min. Order numbers follow. Teacher's Guide for series - Order no. G1150 ($.11 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *The Bake Station* | Dup. order no. V1159 |
| *Fast Food Techniques* | Dup. order no. V1150 |
| *The Hot Station* | Dup. order no. V1157 |
| *The Pantry Station* | Dup. order no. V1158. |

Careers in the food service industry are plentiful but well-trained and competent employees are needed. This series of programs provides first-hand knowledge of the industry in an interesting manner. The key areas of grilling fast food, preparing main courses, creating salads and sandwiches and baking pastries are covered. Safety issues are addressed in each video.
**Suggested Use:** Career Development; Cooking Techniques; Safety and Sanitation
**Other Use:** Tourism, Hospitality and Entrepreneurship

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety

**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**When Food Is Your Business: Good Manufacturing Practice** (Video). Workwell Training Videos (WTV), 2000. 21 min. No order number is required. ($295.00).

This video looks at the proper sanitation and safety practices that should take place to avoid food contamination from occurring in commercial food operations.
**Suggested Use:** Safety and Sanitation

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**The World of Work Series** (Print-Non-Fiction). Please refer to the title: *Choosing a Career in the Restaurant Industry.*

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Start and Run a Profitable Restaurant** (Print-Non-Fiction). Cooper, Brian and Floody, Brian. (Self-Counsel Business Series). Self-Counsel Press, Inc. 2000. 214 p. ISBN 1-55180-282-1.

(CAN) This resource uses a very practical approach and offers readers everything they will need to know about setting up a new restaurant. In a step-by-step fashion, the book takes students through the process of creating a business plan, choosing a location, designing the restaurant, creating a menu, providing good service and keeping control of costs. Several sample checklists are provided.
**Suggested Use:** Work Study
**Other Use:** Entrepreneurship; Tourism, Hospitality and Entrepreneurship

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Commercial Cooking 10, 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/ curr_inst/ iru/paabibs.html or http://www.sasked.gov. sk.ca/docs/paa.html.

These and other commercial cooking resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**BASICS.fst: Food Safety Training in Canada** (Print-Non-Fiction). Kostuch Publications Ltd./TrainCan (KCL), 2000. 65 p. ISBN 0-9662650-2-5 ($15.95 pbk.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Food for Today. 7th ed.** (Print-Non-Fiction). Kowtaluk, Helen and Kopan, Alice Orphanos. Glencoe/McGraw Hill (MHR), 2000. 720 p. ISBN 0-02-643048-7 ($75.55 hdc.).

**Food Preparation for the Professional. 3rd ed.** (Print-Non-Fiction). Mizer, David A., et al. John Wiley & Sons Canada, Ltd. (WIL), 2000. 549 p. ISBN 0-471-25187-9 ($78.95 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introduction to Management in the Hospitality Industry. 7th ed.** (Print-Non-Fiction). Powers, Tom and Barrows, Clayton W. John Wiley & Sons Canada, Ltd. (WIL), 2003. 631 p. ISBN 0-471-35901-7 ($84.40 hdc.).

**On Cooking: A Textbook of Culinary Fundamentals. Canadian 2nd ed.** (Print-Non-Fiction). Labensky, Sarah R., et al. Pearson Education Canada (PRN), 2003. 1082 p. ISBN 0-13-039956-6 ($83.25 hdc.).

**The Professional Chef's Knife Kit** (Print-Non-Fiction). The Culinary Institute of America. John Wiley & Sons Canada, Ltd. (WIL), 2000. 150 p. ISBN 0-471-34997-6 ($42.00 pbk.).

**Professional Cooking. 5th ed.** (Print-Non-Fiction). Gisslen, Wayne. John Wiley & Sons Canada, Ltd. (WIL), 2003. 960 p. ISBN 0-471-43625-9 ($78.00 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication Service

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E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Culinary** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6846. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**The Food Service Industry: Employee Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 10 min. Dup. order no. V11.

**The Food Service Industry: Management Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 9 min. Dup. order no. V10.

**Skills in Food Service Series** (Video). Meridian Education Corporation. **(MGR)**, 1999. 14-15 min. Order numbers follow. Teacher's Guide for series - Order no. G1150. ($.11 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *The Bake Station* | Dup. order no. V1159 |
| *Fast Food Techniques* | Dup. order no. V1150 |
| *The Hot Station* | Dup. order no. V1157 |
| *The Pantry Station* | Dup. order no. V1158. |

## Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canola Quantity Recipes*
http://www.canolainfo.org/html/quantity.html

Career Awareness
http://www.hrdc.gc.ca/career

*Career In Dietetics*
http://www.dietitians.ca/career/i3.htm

*Cooking for a Crowd*
http://homecooking.about.com/cs/crowdcooking/?once=true&

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Food Safety Glossary*
http://www.unichef.com/foodsafetyglossary.htm

*Home Food Safety - It's in Your Hands*
http://www.homefoodsafety.org/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Recipes for Foodservice Professionals*
http://www.unichef.com/recipes.htm

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Vegetarian Foodservice*
http://www.vrg.org/fsupdate/

*World Food Net*
http://www.worldfoodnet.com/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Career Development**

Blueprint for Life/Work
Choosing a Career in the Restaurant
Culinary
Designing a Restaurant
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
The Food Service Industry: Employee
The Food Service Industry: Management
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Introduction to Management in the
The Restaurant: From Concept to Operation
Skills in Food Service Series
Step Into the World of Workplace Learning

**Cooking Techniques**

Chemistry of Cooking
Essentials of Cooking
Professional Baking
The Professional Chef's Techniques of
Skills in Food Service Series

**Food Preparation**

Essentials of Cooking
Food Design
The New Complete Book of Food
Nutrition for Foodservice and Culinary
Nutrition for Foodservice Managers: Concepts
Practical Cookery
The Professional Chef's Techniques of

**General**

Exploring Professional Cooking
Food for Today
Food Preparation
Food Preparation for the Professional
Food Service Skills Series
Guide to Good Food
On Cooking: A Textbook of Culinary
Professional Cooking
Quantity Food Production, Planning, and

**Kitchen Organization**

Design and Equipment for Restaurants and
Designing a Restaurant

**Safety**

Don't Risk Your Life
Dying to Work
Kitchen Safety: Is Your Kitchen Out to Get
Knife Skills: Vegetable Cuts
Moving Online…More *Ready for Work*
Portable Extinguishers
Ready for Work
Safety Care Series
Understanding Hazards and Risks
WHMIS

**Safety and Sanitation**

Advanced.fst: Food Safety Training in
BASICS.fst: Food Safety Training in
Food Safety
Food Safety: The Usual Suspects
The Prevention of Food Poisoning
Skills in Food Service Series
When Food Is Your Business: Good

**Survey Course - Middle Level**

Choosing a Career in the Restaurant
Exploring Professional Cooking
Food for Today
Food Service Skills Series
Helping Solve the **(Out of Print Section)**

**Survey Course - Secondary Level**

BASICS.fst: Food Safety Training in Canada
Essentials of Cooking
Exploring Professional Cooking
Food Preparation
Food Service Skills Series

Guide to Good Food
Helping Solve the **(Out of Print Section)**

### Teacher Reference

Blueprint for Life/Work Designs
Catering Management
Design and Equipment for Restaurants and
Essential Skills/Compétences Essentielles
Fast Food Nation: The Dark Side of the All
Food Preparation for the Professional
Fundamentals of Menu Planning
Guide for New Workers: Counsellor
Introduction to Management in the Hospitality
Marketing by Menu
The New Complete Book of Food
Nutrition for Foodservice and Culinary
Nutrition for Foodservice Managers: Concepts
The Professional Chef's Knife Kit
The Professional Chef's Techniques of
Professional Cooking
Quantity Food Production, Planning, and
The Restaurant: From Concept to Operation
Step Into the World of Workplace Learning

### Tools and Equipment

Design and Equipment for Restaurants and
Knife Skills: Vegetable Cuts
The Professional Chef's Knife Kit

### Work Study

Blueprint for Life/Work Designs
Catering Management
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
The Food Service Industry: Employee
The Food Service Industry: Management
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link
Introduction to Management in the Hospitality
Marketing by Menu
Moving Online…More *Ready for Work*
Ready for Work
The Restaurant: From Concept to Operation
Start and Run a **(Out of Print Section)**
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

### Kit

Ready for Work

### Print-Non-Fiction

Advanced.fst: Food Safety Training in
BASICS.fst: Food Safety Training in Canada
Blueprint for Life/Work Designs
Catering Management
Choosing a Career in the Restaurant
Design and Equipment for Restaurants and
Employability Skills Toolkit for the Self
Essentials of Cooking
Exploring Professional Cooking
Fast Food Nation: The Dark Side of the All
Food for Today
Food Preparation
Food Preparation for the Professional
Food Service Skills Series
Fundamentals of Menu Planning
Guide for New Workers
Guide for New Workers: Counsellor
Guide to Good Food
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Introduction to Management in the Hospitality
Marketing by Menu
The New Complete Book of Food
Nutrition for Foodservice and Culinary
Nutrition for Foodservice Managers: Concepts
On Cooking: A Textbook of Culinary
Practical Cookery
The Prevention of Food Poisoning
Professional Baking
The Professional Chef's Knife Kit
The Professional Chef's Techniques of Professional Cooking
Quantity Food Production, Planning, and
The Restaurant: From Concept to Operation
Start and Run a **(Out of Print Section)**
Step Into the World of Workplace Learning

### Video

Chemistry of Cooking
Culinary
Designing a Restaurant
Don't Risk Your Life
Dying to Work
Food Design
Food Safety
Food Safety: The Usual Suspects
The Food Service Industry: Employee
The Food Service Industry: Management
Kitchen Safety: Is Your Kitchen Out to Get
Knife Skills: Vegetable Cuts
Portable Extinguishers
Safety Care Series
Skills in Food Service Series
Understanding Hazards and Risks
When Food Is Your Business: Good
WHMIS

# Cosmetology 10, 20, 30

## Titles and Descriptions

**Adding It Up: Math for Your Cosmetology Career** (Print-Non-Fiction). Dunlap, Kathi A. Delmar Publications (NPT), 1992. 201 p. ISBN 1-56253-062-3 ($47.99 pbk.).

For students who need to improve their math skills, this hands-on resource will be a valued addition. It is aimed at presenting the math skills that are needed to be a successful cosmetologist or salon manager. The logical format begins with basic math skills and then applies them to cosmetology using topics such as measurement, time management and business finance. For example, the chapter on ratios and proportions can be applied to the mixing of solutions, and lessons on the geometry of angles can be used when cutting hair. An answer key is provided.
**Suggested Use:** Salon Housekeeping/ Management; Survey Course - Secondary Level; Teacher Reference

**The Art and Science of Professional Makeup** (Print-Non-Fiction). Place, Stan Campbell. Milady Publishing Inc. (NPT), 1989. 298 p. ISBN 0-87350-361-9 ($54.99 hdc.).

This comprehensive text looks at all aspects of makeup. It includes sections on career options, human relations, the chemistry of cosmetics and skin, understanding light and colour techniques and business management skills. The colourful illustrations and layout take the students step-by-step through many procedures. There is a good mix of theory and practical applications. Each chapter has review questions at the end. An index and a glossary are included.
**Suggested Use:** Make-up Application; Survey Course - Middle Level; Survey Course - Secondary Level; Teacher Reference

**Beauty: The New Basics** (Print-Non-Fiction). Berg, Rona and Kroencke, Anja, illus. Workman Publishing, Co. (ALL), 2001. 404 p. ISBN 0-7611-0186-1 ($31.95 pbk.).

This book attempts to cut through the hype of the beauty industry to present the basic facts. Through this approach, students will be able to become informed consumers who are knowledgeable about the skills needed in the industry. The information is broken down into several easily understood sections related to skin, hair and body care. Each subsection presents practical information in an easy-to-read format that is well illustrated and at times humourous. Colour photographs, drawings and charts are used throughout the book. This is an excellent resource for student and teacher use. An index and a glossary are included.
**Suggested Use:** Foot Care/Pedicure; Hair Styling/Treatment/Care; Make-up Application; Skin Care

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Careers in Cosmetology. 1st ed.** (Print-Non-Fiction). Lytle, Elizabeth Stewart. (Careers Series). Rosen Publishing Group (SBC), 1999. 121 p. ISBN 0-8239-2889-6 ($32.35 hdc.).

This resource outlines and describes possible career choices within the beauty industry. Because it is an American resource, its usefulness for Canadian students is limited to general areas such as deciding about becoming a cosmetologist, the career possibilities and case studies of people at work in the various fields of cosmetology. The information provided on choosing a school, licensing and wages differs in Canada. An index and a glossary are included.
**Suggested Use:** Career Development; Survey Course - Secondary Level

**Careers Series** (Print-Non-Fiction). Please refer to the title: *Careers in Cosmetology.*

**Choosing a Career in Cosmetology. 1st ed.** (Print-Non-Fiction). Strazzabosco, Jeanne M. (The World of Work Series). Rosen Publishing Group (SBC), 1997. 64 p. ISBN 0-8239-2279-0 ($30.65 hdc.).

Written at an introductory level, this book may assist students who are considering a career in cosmetology. Because the book is American, students will have to supplement the information with Canadian sources. This will be necessary for the areas of training, licensing and examinations. The section on career possibilities and deciding if cosmetology is the right career choice is universal in its application. The book is illustrated, and has an index and a glossary.
**Suggested Use:** Career Development; Survey Course - Middle Level

**The Complete Book of Hairstyling** (Print-Non-Fiction). Worthington, Charles. Firefly Books Ltd. (FIR), 2002. 304 p. ISBN 1-55297-576-2 ($17.96 pbk.).

(CAN) As a supplementary resource, this title has value as both a teacher and student resource. Clear directions for achieving a wide variety of hairstyles for various occasions are supported with excellent photographs and diagrams. The book also addresses several issues that students typically raise about hair care and hair care myths.
**Suggested Use:** Hair Styling/Treatment/Care; Survey Course - Secondary Level

**Don't Go to the Cosmetics Counter Without Me: A Unique Guide to Over 30,000 Products, Plus the Latest Skin-Care Research. 5th ed.** (Print-Non-Fiction). Begoun, Paula. Beginning Press (RAI), 2001. 1083 p. ISBN 1-877988-28-6 ($32.95 pbk.).

As skin care becomes a bigger industry each year, it is important for students to become knowledgeable consumers. This book reviews numerous products from A to Z. There is no index, but the table of contents will quickly lead users to the proper review of the products that interest them. The reviews of individual products are listed under the company that produces them. Following an overview of the company, each product has a short description and a product rating of good, poor or average. In addition to the product reviews, there is updated information on skin care, the best products, a personalized beauty guide and reviews of men's and baby's skin-care products.
**Suggested Use:** Skin Care

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.
Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc- drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Face Forward. 1st ed.** (Print-Non-Fiction). Aucoin, Kevyn. Little, Brown and Co. (FEN), 2000. 175 p. ISBN 0-316-28644-3 ($46.95 hdc.).

Similar to the author's earlier work, *Making Faces,* this title also uses pictures of the rich and famous to illustrate several key elements about make-up. The colour photographs used in the book allow students to see how experimenting with colour during make-up application can affect the results significantly. Students can follow the step-by-step instructions to achieve a similar look. The

book also does an excellent job of showing the styles of make-up that were popular during historical times. These range from Cleopatra to Marlene Dietrich and Twiggy. The techniques used to recreate these looks today are laid out in a logical sequence. This is an excellent resource to inspire students to learn the skills of make-up.
**Suggested Use:** Make-up Application

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Haircoloring in Plain English** (Print-Non-Fiction). Warren, Roxy A. Milady Publishing Inc. (NPT), 1999. 191 p. ISBN 1-56253-357-6 ($59.99 pbk.).

This comprehensive guide can be an excellent reference for the beginner or the expert. There are sections on colour theory, formulation, application, corrective hair colouring and management. Within each section are several chapters that look at various procedures in detail. The use of colour photographs and drawings helps to illustrate the various processes being examined. A combined glossary/index is included.
**Suggested Use:** Hair Colouring

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Making Faces. 1st pbk. ed.** (Print-Non-Fiction). Aucoin, Kevyn. Little, Brown and Co. (FEN), 1997. 159 p. ISBN 0-316-28685-0 ($27.95 pbk.).

The glamorous photographs of celebrities, each illustrating a particular aspect of

makeup, add to the appeal of this book. Each two-page spread contains a coloured glamour photo and instructions on how to obtain the look illustrated. The instructions are easy to follow as they contain step-by-step drawings. Some of the areas covered include facial structure, shading, brows, eyes, blush and foundation powder. In the "Great Looks" section, students can get ideas on how to create various images such as flapper, siren, diva, purist and the minimalist.
**Suggested Use:** Make-up Application; Survey Course - Middle Level; Survey Course - Secondary Level

**Milady's Art & Science of Nail Technology. 2nd ed.** (Print-Non-Fiction). Milady Publishing Inc. (NPT), 1997. 266 p. ISBN 1-56253-326-6 ($65.99 pbk.).

In 18 chapters, this well-illustrated text discusses all aspects of nail care. The "Getting Started" section covers professionalism, health and safety. The "Science of Nail Technology" section looks at areas such as nail product chemistry, anatomy, nail disorders and the skin. The section on "Procedures" covers manicures and pedicures, while the last two sections look at "The Art of Nail Technology" and "The Business of Nail Technology." Each chapter ends with several review questions and the answers are at the back of the book. A combined glossary and an index are included.
**Suggested Use:** Nail Care; Survey Course - Middle Level; Survey Course - Secondary Level

**Milady's Skin Care and Cosmetic Ingredients Dictionary. 2nd ed.** (Print-Non-Fiction). Michalun, Natalia and Michalun, M. Varinia. Milady Publishing Inc. (NPT), 2001. 294 p. ISBN 1-56253-660-5 ($55.99 pbk.).

This ready reference opens with a good overview to skin physiology, skin conditions and product penetration. The bulk of the book presents an A-to-Z list of over 2000 ingredients that are commonly found in skin care and cosmetic products. Each ingredient has a brief description of what it is useful for, where it originates from and any possible side effects that may occur. An appendix is included that lists the botanical Latin names and connects them to the common terms used.
**Suggested Use:** Skin Care; Teacher Reference

**Milady's Standard Cosmetology** (Print-Non-Fiction). Alpert, Arlene, et al. Milady Publishing Inc. (NPT), 2004. 956 p. Text and State Exam Review - ISBN 1-401-81260-0 ($75.99 hdc.).

This impressive resource covers virtually all aspects of the cosmetology curriculum. Areas that are covered in depth include work-study skills, the science behind cosmetology, hair care, skin and nail care and the business of cosmetology. The colourful illustrations and photographs clarify the procedures being discussed. Each chapter starts with a list of learning objectives and closes with review questions. An index and a glossary are included.

The *Milady's Standard Cosmetology Exam Review* accompanies the book.

Please note that this revised edition replaces *Milady's Standard Textbook of Cosmetology.*
**Suggested Use:** General

**Milady's Standard Hair Coloring Manual and Activities Book: A Level System Approach** (Print-Non-Fiction). Rangl, Deb. Milady Publishing Inc. (NPT), 1998. 184 p. ISBN 1-56253-356-8 ($41.99 pbk.).

This book is intended to complement and provide additional information to the coverage given to haircolouring in *Milady's Standard Cosmetology.* The activities provided will allow students to become comfortable with using varying techniques to suit each client. Information is given on what the level system is, background to colour and tinting, corrective haircolouring, methods of application and colouring technique. Each chapter offers objectives and activities to reinforce the identified objectives. A glossary is included.
**Suggested Use:** Hair Colouring

**Milady's Standard Textbook for Professional Estheticians. 8th ed.** (Print-Non-Fiction). Gerson, Joel. Milady Publishing Inc. (NPT), 1999. 600 p. Text and State Exam Review - ISBN 1-56253-359-2 ($93.99 pbk.).

This is a revised edition of the 1986 *Standard Textbook for Professional Estheticians.* Each chapter of this comprehensive text goes into great detail on various aspects related to skin care. Learning objectives coupled with an introduction start each chapter. Questions for discussion and review finalize each chapter. The colourful illustrations and diagrams will help students understand the various procedures discussed. Some of the many areas covered include historical overview, bacteriology, physiology, chemistry, client relations, massage, facial treatments, aromatherapy, makeup and salon management.

*Milady's Standard State Exam Review for Professional Estheticians* accompanies the textbook. This booklet contains a bank of multiple choice questions for each chapter, plus the answers.
**Suggested Use:** Skin Care

**Milady's Standard Textbook of Professional Barber-Styling. Rev. ed.** (Print-Non-Fiction). Scali, Maura T. Milady Publishing Inc. (NPT), 1999. 684 p. ISBN 1-56253-366-5 ($81.99 hdc.).

This resource offers a very complete examination of all areas related to men's barber-styling. The expanded table of contents guides the users to exactly the area they may need. Each of the 24 chapters is broken down into several subsections. Some of the topics included are safety, equipment, medical background, cutting, styling, waving, colouring, hairpieces, careers and management. Each chapter begins with several learning objectives and concludes with review questions. Black-and-white drawings are used throughout the text. An index is included.
**Suggested Use:** General; Men's Beard and Mustache Trim

**More Up-Do's Made Easy** (Video). Milady Publishing Inc. (NPT), 1995. 60 min. ISBN 1-56253-379-7 ($56.99).

This video focuses on simple ways of creating fullness in long hair designs. The step-by-step instructions guide the students through six completed up-do's. Styles shown include the Bowtie, three different ways of creating fullness in the front, looping techniques for fullness on top and looping to create fullness on the sides.
**Suggested Use:** Hair Styling/Treatment/ Care

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Natural Hair Care and Braiding** (Print-Non-Fiction). Bailey, Diane Carol. Milady Publishing Inc. (NPT), 1998. 264 p. ISBN 1-56253-316-9 ($53.99 pbk.).

With an emphasis on the care of Afro-American hair, this handbook introduces the technical skills students will need to braid hair chemical-free. Approximately half of the book gives background information on sanitation, history, client relations, different hair types and physiology. The section on techniques provides an illustrated step-by-step guide to

achieving certain looks such as pixie braids, nubian coils, geni-locs and diva crimps.
**Suggested Use:** Hair Styling/Treatment/Care

**101 Salon Promotions** (Print-Non-Fiction). Oppenheim, Robert. Milady Publishing Inc. (NPT), 1999. 237 p. ISBN 1-56253-358-4 ($44.99 pbk.).

Intended for a salon owner, this resource provides some excellent insight into what it takes to manage and run a beauty salon. The promotional ideas are presented in a very concise and easy-to-follow format. Whatever the season or event, there are practical ideas to increase services that will keep clients coming back.
**Suggested Use:** Salon Housekeeping/Management

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Professional by Choice: Milady's Career Development Guide** (Print-Non-Fiction). Harper, Victoria. Milady Publishing Inc. (NPT), 1994. 143 p. ISBN 1-56253-148-4 ($41.99 pbk.).

This book focuses on the career options, planning and strategies for success in the area of cosmetology. While the first four chapters look at the skills needed to find a job and what type of career options exist, the majority of the book deals with how to become and remain successful in the field. Personal and social skills are stressed, as are issues such as continuing education, tools of the trade and retailing products. The book is from the United States, but much of the information is practical and applicable in Canada as well. The layout and illustrations will make the book appealing to students. An index is included.
**Suggested Use:** Career Development

**The Professional Model's Handbook: A Comprehensive Guide to Modeling and Related Fields** (Print-Non-Fiction). Balhorn, Linda A. Milady Publishing Inc. (NPT), 1990. 493 p. ISBN 0-87350-376-7 ($64.99 pbk.).

Although somewhat dated, this resource can be useful if a class is entering or preparing for competitions. The emphasis of the book is on how to develop a look that will lend itself to a modelling career. Chapters on skin care, makeup and hair care identify key elements that are essential to a successful career. Set in the context of breaking into the modelling business, the cosmetology elements take on a very practical approach. Line drawings and photographs are used to illustrate key points throughout the text. An index and a glossary are included.
**Suggested Use:** Career Development; Hair Styling/Treatment/Care; Make-up Application; Skin Care

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready* *for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety and Health in the Salon Training System** (Video). Nelson, Dennis. Milady Publishing Inc. (NPT), 2001. 37 min. ISBN 1-56253-709-1 ($189.99).

All areas of safety within a beauty salon are dealt with in this video. The safety aspects of day-to-day practical work are examined as are the precautions needed while working with chemicals. The ergonomics of a safe salon are discussed and details are given about what to do should an accident occur.

The facilitator's guide provides more detailed information using drawings, charts, tables and photographs to supplement the data. Each chapter includes learning objectives, key terms, activities, a review and questions. An index is provided.
**Suggested Use:** Safety

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Horticulture; Machining; Mechanical and Automotive; Upholstery; Welding

**SalonOvations' Cosmetology Dictionary** (Print-Non-Fiction). Gately, Linda Athey, ed. Milady Publishing Inc. (NPT), 1996. 506 p. ISBN 1-56253-214-6 ($23.99 pbk.).

In a user friendly format, an A-to-Z coverage is given of all terms in the cosmetology field. Areas covered include barber-styling, esthetics, hair structure and chemistry, nail technology, massage therapy and professional skills. The latest key words and phrases, as of 1996, are also given. The definitions are short (one-to-four lines), and there is also a "sounds-like" format for each term.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level; Teacher Reference

**SalonOvations' Nail Q & A Book** (Print-Non-Fiction). Peters, Vicki. Milady Publishing Inc. (NPT), 1996. 208 p. ISBN 1-56253-266-9 ($37.99 pbk.).

With over 500 questions, this book is sure to supply the answers to almost anything related to nails and manicures. There is information on business practices for salons, safety and health and the technical side such as filing, primers, nail wraps, fill-ins and electric files. Laid out in a question-and-answer format, the table of contents and index will make it easy to locate the information students are seeking.
**Suggested Use:** Nail Care; Survey Course - Middle Level; Survey Course - Secondary Level

**SalonOvations' Picture This... Your Image in Print** (Print-Non-Fiction). Wurdinger, Victoria. Milady Publishing Inc. (NPT), 1996. 157 p. ISBN 1-56253-317-7 ($44.99 pbk.).

To prepare for competitions or to promote a salon's image, it is essential to use photo shoots that are done properly. This resource provides excellent background to all aspects of doing a photo shoot to achieve professional results. Topics covered include selecting an image, the major components of an image, creating a team, preplanning the shoot, on-set tips and using your photos effectively. The information is very practical with sample checklists and forms included. Colour photographs are used to illustrate some of the finished products. An index is included.
**Suggested Use:** Salon Housekeeping/ Management; Teacher Reference

**Skin Care: Beyond the Basics** (Print-Non-Fiction). Lees, Mark. Milady Publishing Inc. (NPT), 2001. 352 p. ISBN 1-56253-625-7 ($79.99 pbk.).

This comprehensive, new edition of *Skin Care: Beyond the Basics* covers topics such as physiology of the skin, acne, aging skin, skin care products and the effects of AIDS and allergies on the skin. A full-colour photo section provides vivid examples of the diseases that are discussed, as well as the treatments used. The expanded table of contents provides easy access to the many subsections in this user friendly resource. An index is also provided.
**Suggested Use:** Skin Care; Teacher Reference

**Stage Makeup. 9th ed.** (Print-Non-Fiction). Corson, Richard and Glavan, James. Allyn & Bacon Canada (PRN), 2001. 428 p. ISBN 0-13-606153-2 ($138.95 hdc.).

An in-depth description of the tools and techniques required for stage makeup, this manual provides detailed instructions regarding the basic principles of makeup application. Black-and-white photographs appear throughout the book, along with a 24-page insert of makeup and colour charts. Appendices offer a glossary of makeup materials, basic makeup requirements, chronological descriptions of fashions in makeup and hair and makeup colour tables. A table of contents and an index are included.
**Suggested Use:** Make-up Application
**Other Use:** Theatre Arts

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**28 Styles for Student Practice With Basic Cutting and Styling Guides. 2nd ed.** (Print-Non-Fiction). Young, Kenneth. Milady Publishing Inc. (NPT), 1992. 62 p. ISBN 1-56253-070-4 ($30.99 pbk.).

Although dated, this resource is still useful as a basic cutting and styling guide. Each of the 28 styles has a two-page spread in which information is given about cutting and design techniques. Several illustrations and drawings help readers to visualize the procedures being presented.
**Suggested Use:** Hair Styling/Treatment/ Care

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to workplace safety, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**The World of Work Series** (Print-Non-Fiction). Please refer to the title: *Choosing a Career in Cosmetology.*

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Cosmetology 10, 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other cosmetology resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Haircoloring in Plain English** (Print-Non-Fiction). Warren, Roxy A. Milady Publishing Inc. (NPT), 1999. 191 p. ISBN 1-56253-357-6 ($59.99 pbk.).

**Making Faces. 1st pbk. ed.** (Print-Non-Fiction). Aucoin, Kevyn. Little, Brown and Co. (FEN), 1997. 159 p. 0-316-28685-0 ($27.95 pbk.).

**Milady's Standard Cosmetology** (Print-Non-Fiction). Alpert, Arlene, et al. Milady Publishing Inc. (NPT), 2004. 956 p. Text and State Exam Review - ISBN 1-401-81260-0 ($75.99 hdc.).

**Milady's Standard Textbook for Professional Estheticians. 8th ed.** (Print-Non-Fiction). Gerson, Joel. Milady Publishing Inc. (NPT), 1999. 600 p. Text and State Exam Review - ISBN 1-56253-359-2 ($93.99 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**28 Styles for Student Practice With Basic Cutting and Styling Guides. 2nd ed.** (Print-Non-Fiction). Young, Kenneth. Milady Publishing Inc. (NPT), 1992. 62 p. ISBN 1-56253-070-4 ($30.99 pbk.).

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on April 25, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Beauty on the Web*
*http://www.cybeauty.com/*

*Career Awareness*
http://www.hrdc.gc.ca/career

*Careers in Cosmetology*
http://votech.about.com/library/weekly/aa092200a.htm

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Facial Shapes*
http://www.manestreethair.com/wig/advice.htm#2

*Hair Boutique*
http://www.hairboutique.com/

*Hair News Magazine*
http://www.hair-news.com/index.html

*Haircare - Tips of All Sorts*
http://www.tipsofallsorts.com/hair.html

*Hairdos.Com*
http://www.hairdos.com/nonflashintro.htm

*Homemade Facial Scrubs and Masks*
http://www.allthatwomenwant.com/masks.htm

*How Hair Colouring Works*
http://www.howstuffworks.com/hair-coloring.htm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Kiwi Careers - Nail Technician*
http://www.careers.co.nz/jobs/14a_pcu/j80218a.htm

*Make Me Up Cosmetics*
http://www.emakemeup.com/main.html

*Nail Gallery*
http://www.nailparts.com.au/nailgallery.html

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Salon Web*
http://www.salonweb.com

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Skin Care Links*
http://beauty.about.com/cs/skincare1/index.htm

*Skin-Information.com*
http://www.skin-information.com/

*Smart SkinCare.com*
http://www.smartskincare.com/nutrition/nutrition.html

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Career Development**

Blueprint for Life/Work Designs
Careers in Cosmetology
Choosing a Career in Cosmetology
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Professional by Choice: Milady's Career
The Professional Model's Handbook
Step Into the World of Workplace Learning

**Foot Care/Pedicure**

Beauty: The New Basics

**General**

Milady's Standard Cosmetology
Milady's Standard Textbook of
SalonOvations' Cosmetology Dictionary

**Hair Colouring**

Haircoloring in Plain English
Milady's Standard Hair Coloring Manual

**Hair Styling/Treatment/Care**

Beauty: The New Basics
The Complete Book of Hairstyling
More Up-Do's Made Easy
Natural Hair Care and Braiding
The Professional Model's Handbook
28 Styles for Student Practice With

**Make-up Application**

The Art and Science of Professional Make
Beauty: The New Basics
Face Forward
Making Faces
The Professional Model's Handbook
Stage Makeup

**Men's Beard and Mustache Trim**

Milady's Standard Textbook of Professional

**Nail Care**

Milady's Art & Science of Nail
SalonOvations' Nail Q & A Book

**Safety**

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Portable Extinguishers
Ready for Work
Safety and Health in the Salon
Safety Care Series
Understanding Hazards and Risks
WHMIS

**Salon Housekeeping/Management**

Adding It Up: Math for Your Cosmetology
101 Salon Promotions
SalonOvations' Picture This… Your Image

**Skin Care**

Beauty: The New Basics
Don't Go to the Cosmetics Counter Without
Milady's Skin Care and Cosmetic Ingredients
Milady's Standard Textbook for Professional
The Professional Model's Handbook
Skin Care: Beyond the Basics

**Survey Course - Middle Level**

The Art and Science of Professional
Choosing a Career in Cosmetology
Helping Solve the **(Out of Print Section)**
Making Faces

Milady's Art & Science of Nail Technology
SalonOvations' Cosmetology Dictionary
SalonOvations' Nail Q & A Book

**Survey Course - Secondary Level**

Adding It Up: Math for Your Cosmetology
The Art and Science of Professional
Careers in Cosmetology
The Complete Book of Hairstyling
Helping Solve the **(Out of Print Section)**
Making Faces
Milady's Art & Science of Nail Technology
SalonOvations' Cosmetology Dictionary
SalonOvations' Nail Q & A Book

**Teacher Reference**

Adding It Up: Math for Your Cosmetology
The Art and Science of Professional
Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Milady's Skin Care and Cosmetic
SalonOvations' Cosmetology Dictionary
SalonOvations' Picture This… Your Image
Skin Care: Beyond the Basics
Step Into the World of Workplace Learning

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

### Kit

Ready for Work

### Print-Non-Fiction

Adding It Up: Math for Your Cosmetology
The Art and Science of Professional
Beauty: The New Basics
Blueprint for Life/Work Designs
Careers in Cosmetology
Choosing a Career in Cosmetology
The Complete Book of Hairstyling
Don't Go to the Cosmetics Counter
Employability Skills Toolkit for the Self
Face Forward
Guide for New Workers
Guide for New Workers: Counsellor
Haircoloring in Plain English
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Making Faces
Milady's Art & Science of Nail
Milady's Skin Care and Cosmetic
Milady's Standard Cosmetology
Milady's Standard Hair Coloring Manual
Milady's Standard Textbook for
Milady's Standard Textbook of
Natural Hair Care and Braiding
101 Salon Promotions
Professional by Choice: Milady's Career
The Professional Model's Handbook
SalonOvations' Cosmetology Dictionary
SalonOvations' Nail Q & A Book
SalonOvations' Picture This… Your Image
Skin Care: Beyond the Basics
Stage Makeup
Step Into the World of Workplace Learning
28 Styles for Student Practice With

### Video

Don't Risk Your Life
Dying to Work
More Up-Do's Made Easy
Portable Extinguishers
Safety and Health in the Salon Training
Safety Care Series
Understanding Hazards and Risks
WHMIS

# Life Transitions 20, 30

## Titles and Descriptions

**Addiction** (Print-Non-Fiction). Hurley, Jennifer A., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2000. 192 p. ISBN 0-7377-0116-1 ($28.95 pbk.).

Titles in this series are very useful for encouraging dialectic discussions. Book articles from *Opposing Viewpoints Series* are used to examine addictions. The causes of addiction, the seriousness of the problem, its treatment and the role of the government are the main areas discussed. When applying social psychology to the real world, this title will be of use. An index is included.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**Adolescent Portraits: Identity, Relationships, and Challenges. 4th ed.** (Print-Non-Fiction). Garrod, Andrew, et al. Allyn & Bacon Canada (PRN), 2002. 319 p. ISBN 0-205-33171-8 ($51.95 pbk.).

This fascinating collection of case studies presents a glimpse into the world of adolescent psychology. Eighteen case studies examine adolescents struggling to come to terms with their identity through gender, work, values, ethnicity and sexuality. The area of relationships is covered through articles related to families and peers. While some of the case studies offer an interpretation and follow up, most of them do not and can be used to encourage discussion in class. While the book has been written for a university psychology class, the cases are easy to read and will be useful to a high school class as well. Due to the mature content of some of the cases, a careful screening is advised.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Advertising: Information or Manipulation?** (Print-Non-Fiction). Day, Nancy. (Issues in Focus Series). Enslow Publishers, Inc. (NBS), 1999. 128 p. ISBN 0-7660-1106-2 ($33.52 hdc.).

One of the greatest influences on students today is examined in this American critique. The book traces the history of advertising, and then it focuses on the impact of deceptive advertising on young people. An emphasis is placed on educating students to be more aware of how the messages are manipulative. Several photographs are used to illustrate the concepts being discussed. An index and a glossary are included.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30; Social Studies: Grades 7-9; Social Studies 10/History 10; Social Studies 20/History 20

**Against the Odds** (Video). Bigelow Currie Productions Inc. (KIN), 2000. 23 min. Order no. 1344 ($149.95).

(CAN, I/M) In this video, three women from diverse backgrounds and various regions of Canada discuss their career paths. The key point emphasized is that they have broken into the traditionally male-dominated areas of science and technology and have created successful careers for themselves.
**Suggested Use:** Career Self-Knowledge
**Other Use:** Canadian Studies; Career and Work Exploration; Entrepreneurship; Science: Secondary Level; Social Studies 20/History 20

**AIDS and Society** (Print-Non-Fiction). Merki, Mary Bronson. Glencoe/McGraw Hill (MHR), 1994. 52 p. ISBN 0-02-652624-7 ($13.05 pbk.). Teacher's Annotated Guide - ISBN 0-02-652625-5 ($14.40 pbk.).

In a visually appealing format, teens are introduced to the many questions surrounding the AIDS issue. Information on what it is, how it is transmitted, prevention, testing procedures and care of AIDS patients is included. Colourful photographs and diagrams add to the format.

The teacher's annotated edition provides objectives, activities and assessment ideas to accompany each lesson. This guide contains very useful suggestions for teaching about AIDS in the classroom. Additional teaching tips are written in the margins.

Included in each book are a table of contents, a glossary and an index.
**Suggested Use:** Community Issues and Ethics; Health Self-Care; Sexual and Reproductive Health
**Other Use:** Wellness 10

**AIDS: One Teenager's Story** (Video). Sunburst Communications (SUN), 1996. 33 min. Order no. 2401-03 ($129.95).

This story is told through the voice of a younger sister whose older sister Tracy, a high school senior, has been infected with the HIV virus by her boyfriend. Tracy reacts with feelings of denial, anger and depression. Through this live-action video, the viewer learns how AIDS is contacted, its symptoms and implications. It explores group support and how one can learn to live with AIDS. The underlying message Tracy shares with her younger sister is to look after yourself, decide carefully about abstinence, safe sex and sexual partners. This video emphasizes that abstinence is the only foolproof choice for staying healthy and safe.
**Suggested Use:** Community Issues and Ethics; Health Self-Care; Sexual and Reproductive Health

**Alcoholism** (Print-Non-Fiction). Torr, James D., ed. (Current Controversies Series). Greenhaven Press (SBC), 2000. 202 p. ISBN 0-7377-0138-2 ($27.25 pbk.).

Similar to other books in this series, opposing articles are presented to highlight the different opinions that exist around alcoholism. While everyone recognizes that alcoholism is a serious problem, the controversies dealt with in this book focus on the issues surrounding the use of alcohol. Issues such as whether it is a disease, the effectiveness of Alcoholics Anonymous, the power of advertising and the role of government are addressed. An index is included.
**Suggested Use:** Community Issues and Ethics; Health Self-Care
**Other Use:** Psychology 20/30

**Anorexia** (Print-Non-Fiction). Leone, Daniel A., ed. (At Issue Series). Greenhaven Press (SBC), 2001. 73 p. ISBN 0-7377-0467-5 ($23.85 pbk.).

This short volume contains several excellent articles discussing the controversies that surround anorexia. Not only do the articles provide a quick grounding in the issue, but they also encourage critical thinking skills. Using case studies, the signs of anorexia and the experiences of both male and female victims are discussed. Other articles are written by experts in the field and discuss the causes, treatments and consequences. The articles are short, easy-to-read and relevant to high school students. An index is included.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**At Issue Series** (Print-Non-Fiction). Greenhaven Press (SBC), 1998-2001. Order numbers follow. ($22.10 pbk.).
Recommended titles in this series include the following:

| | |
|---|---|
| *Date Rape* | ISBN 1-56510-698-9 |
| *Sex Education* | ISBN 0-7377-0008-4. |

Within each of these small books, 10-to-12 essays are given that present different sides of the argument related to the issue being presented. By offering various points of view, students can use the decision-making process to form their own opinion on the issue. It is important that students do not just read one side of the argument as this would not provide them with all the necessary background. An index is included.
**Suggested Use:** Community Issues and Ethics; Personal Self-Knowledge; Relationships
**Other Use:** Psychology 20/30

**The Be Real Game Facilitator's Kit - High School Edition Grades 9/10** (Kit). (The Real Game Series). The Real Game Inc. (NLW), 2000. Order no. BRG1010 ($220.00 kit).

(CAN) As the world of work quickly changes, students need to be able to face the challenges ahead of them. This role-playing game introduces students to the forces behind the changes and helps to give them the skills needed to function successfully in the world of work. The game allows students to understand the variety of options and opportunities that they have. It also shows the implications of their choices and the importance of education and planning. The game is very flexible as it is possible to use all or parts of it to suit the needs of a particular class. This is an excellent resource as students have fun while they are learning very important practical skills.
**Suggested Use:** Career Self-Knowledge
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9

**Beauty and the Beach** (Video). Cinefocus **(MGR)**, 1997. 53 min. Dup. order no. V6690.

(CAN) This program relates the history of women through swimwear styles and addresses the complex relationship between the bathing suit, social and cultural values and women's body images. It features fashion designers, cartoonist Cathy Guisewaite, models and famous female swimmers. It discusses the effects of Hollywood and advertising on women's self images. The program looks at historical conceptions of beauty and body image as reflected in bathing suit styles and related advertising images.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Arts Education: Secondary Level; English Language Arts 20; Psychology 20/30

**Being a Man: A Guide to the New Masculinity** (Print-Non-Fiction). Fanning, Patrick and McKay, Mathew. New Harbinger Publications (RAI), 1993. 278 p. ISBN 1-879237-40-7 ($20.95 pbk.).

In this teacher resource book, the authors provide an in-depth look at the issues surrounding masculinity. The emphasis is on making long-term changes in thoughts, feelings and behaviors to help increase enjoyment in life. The book tells you what to do rather than what to think, and it provides step-by-step instructions for accomplishing goals. Relevant checklists and exercises are included in the book. Because this book addresses many controversial and sensitive subjects, it should be used with caution. Included are a table of contents and a list of additional references.
**Suggested Use:** Life Roles; Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Beyond the Looking Glass: Self-Esteem and Body Image** (Video). Human Relations Media/HRM Video (MCI), 1994. 28 min. Order no. 600115-61 ($199.00).

This program provides students with the means to decipher and challenge the messages that they are receiving about their bodies from the media, their friends and family. It explores some of the different influences on a person's identity, such as ethnicity, gender and the neighbourhood where he or she lives. Comments from teenagers, a family counsellor and a clinical psychologist are interspersed throughout the video. The message is clear: It is important for teens to understand themselves and to accept themselves.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Binge Drinking: The Facts** (Video). Human Relations Media/HRM Video (MCI), 1998. 24 min. Order no. 600171 ($199.00).

This award-winning video uses a fast-paced and interesting presentation to get teens to realize the dangers of binge drinking. Alcohol poisoning, driving while impaired, unsafe sex and date rape are some of the consequences presented. Teen survivors of these situations discuss their experiences.

The teacher's resource book and student

worksheets are very useful.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Driver Education; Psychology 20 and 30

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Self-Knowledge; Teacher Reference
**Other Use:** All PAA Curricula

**Boys Will Be Men: Raising Our Sons for Courage, Caring and Community** (Print-Non-Fiction). Kivel, Paul. New Society Publishers (NSP), 1999. 241 p. ISBN 0-86571-395-2 ($19.95 pbk.).

This is the type of resource that encourages students to think outside of the box. The author has taken the approach that the traditional gender socialization of boys in our society is a damaging influence. In his book, Kivel explores the forces that shape the hearts and minds of boys and young men in North America. Much of the book also discusses ways and means of helping boys to overcome the racism, homophobia, drugs, violence and pornography that have such a negative impact on our society. In effect, the book provides the courage for young men to step outside the "act like a man" stereotype and become gentle and caring. This is an excellent resource to generate discussion within the classroom. An index is provided.
**Suggested Use:** Life Roles; Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Breaking Free From Partner Abuse: Voices of Battered Women Caught in the Cycle of Domestic Violence** (Print-Non-Fiction). Marecek, Mary. Morning Glory Press (MGP), 1999. 94 p. ISBN 1-885356-53-6 ($8.95 U.S. pbk.).

In a collection of poetry, prose and drawings, the fears and feelings of battered women are given a voice. These readings and discussions offer a greater awareness of women in abusive relationships. This is an excellent book written with sensitivity and emotion. Reading the book may help answer the "why" of women abuse and encourage people to initiate change. An index is included.
**Suggested Use:** Conflict in Relationships; Relationships
**Other Use:** Psychology 20/30

**Bridging Racial Divisions** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V371. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Bridging Racial Divisions* explores the painful personal consequence of racial conflicts as teenagers from different racial groups come together to discuss the stereotypes and prejudices that divide them. Triggers to violence such as racial slurs and graffiti are examined; teenagers are encouraged to value diversity and build communication across racial and ethnic lines.
Supporting print is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Can You Relate?: Real-World Advice for Teens on Guys, Girls, Growing Up, and Getting Along** (Print-Non-Fiction). Fox, Annie. Free Spirit Publishing, Inc. (MON), 2000. 245 p. ISBN 1-57542-066-X ($26.95 pbk.).

The format of this book will encourage students to read and browse for the issues about which they are most concerned. For each of the topics discussed, a brief factual overview is presented. The key to the book's success is the inclusion of letters that teens wrote to "Dear Terra" asking personal questions related to the topic. Her answers may help teens in developing a healthier and happier relationship with all the people in their lives, including themselves. A conflict resolution toolkit in the last chapter offers many practical tips. An index is included.
**Suggested Use:** Personal Self-Knowledge; Relationships
**Other Use:** Psychology 20/30

**Canada Prospects** (Periodical). Canada Career Consortium (CCCM). No order number is required. ($FREE). Facilitator's Guide - No order number is required. ($FREE pbk.).

(CAN) Contained within this annual publication is information to encourage career seekers to explore the world of work and the growing variety of career opportunities. There is also an emphasis on the discovery of employability skills that will be useful when working. The layout is appealing to students and contains many practical tips.
There is also an online version at http://www.career ccc.org/canadaprospects/.

A companion resource titled *A Complete Guide to Using 'Canada Prospects'* is aimed at teachers and counsellors.
**Suggested Use:** Job Search
**Other Use:** Career and Work Exploration

**Canadian Consumer Alert: 101 Ways to Protect Yourself and Your Money** (Print-Non-Fiction). Foran, Pat. McGraw-Hill Ryerson Limited (MHR), 2001. 350 p. ISBN 0-07-088767-5 ($24.99 pbk.).

(CAN) The book is divided into 101 short chapters, each dealing with a different aspect of money management. Topics such as investing in RRSPs, making a will, buying a house and avoiding scams are covered. Each chapter begins with a vignette of a real situation and then goes on to elaborate on the topic. Websites and toll-free numbers are given for further research. The author is an award-winning journalist and host of CTV's *Consumer Alert*.
**Suggested Use:** Money Management

**Canadian Consumer Handbook** (CD-ROM). Industry Canada (SJU), 2002. No order number is required. ($FREE).

(CAN) The federal, provincial and territorial consumer affairs ministers have combined their efforts to create this CD. The handbook offers tips, questions and advice on consumers' rights, along with contacts for help with common problems. By using the type of information found in the handbook, consumers should be able to make wise decisions on topics such as door-to-door sales, home renovations, mail order, product safety and warranties. The information is practical and easy to locate with the navigation bar.

Identical information can be found on the Internet at http://strategis.ic.gc.ca/SSG/ca01136e.html.

Limited quantities of the CD-ROM are available from the Communications and Public Education Branch of Saskatchewan Justice.
**Suggested Use:** Independent Living; Money Management

**Canadian Families: Diversity, Conflict, and Change. 2nd ed.** (Print-Non-Fiction). Mandell, Nancy and Duffy, Ann. Harcourt Canada Ltd. (NEL), 2000. 388 p. ISBN 0-7747-3629-1 ($32.50 pbk.).

(CAN) In this collection of readings and case studies, the traditional view of the family is demythologized. Rather than seeing the family in crisis, the authors have taken the

approach that the family is adapting to change and there is now a new reality that defines what a family is in Canada. This new reality includes same sex parents, people of colour, feminism, divorce options and intergenerational families. Although intended for a university course, these excellent and short readings can be used by high school students. Each chapter ends with a summation and critical thinking questions. An index and a glossary are included.
**Suggested Use:** Life Roles; Parenting; Relationships; Teacher Reference
**Other Use:** Psychology 20/30

**Canadian Profile: Alcohol, Tobacco and Other Drugs = Profil Canadien: L'alcool, le Tabac et les Autres Drogues** (Print-Non-Fiction). Centre for Addiction and Mental Health (AMH), 1999. 399 p. ISBN 0-88868-329-4 ($49.95 hdc.).

(CAN) The statistics presented in this report illustrate the nature and extent of use and abuse of alcohol, tobacco and other drugs in Canadian society. The discussions that accompany the statistics are easy to read. The report's focus is to create a better understanding of the problems caused by substance abuse. The many charts and tables help to make this resource an excellent learning tool.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**Can't Slow Down** (Video). Films for the Humanities & Sciences (KIN), 1993. 28 min. No order number is required. ($144.95).

This video looks at the effect today's fast-paced lifestyle has on people with respect to their relationships and health. It presents ways to relate to this pressure and discusses how people can work to overcome it.
**Suggested Use:** Life Balance

**Career and Personal Planning Resource Book: A Handbook of Career Education Lessons and Resources** (Print-Non-Fiction). Vancouver School Board (VSB), 1995. 184 p. ISBN 1-55031-444-0 ($22.00 coil-bound).

(CAN) Developed for British Columbia schools, this hands-on and teacher friendly resource can easily be adapted to the Saskatchewan curriculum. The resource contains many practical suggestions to use with students. These activities are aimed at creating a greater awareness of self, becoming a better personal manager and assisting the students with developing realistic career goals.
**Suggested Use:** Career Self-Knowledge; Personal Self-Knowledge
**Other Use:** Career and Work Exploration

**Career Directions: Occupations: University Not Required** (Print-Non-Fiction). Canada Career Consortium (CCCM), 1999. 242 p. ISBN 1-895813-84-0 ($FREE).

(CAN) Help is at hand when the commonly asked question, "What do I do after high school?" is asked. This resource provides a great deal of practical information to help students make well-informed decisions concerning their career plans. *Career Directions* can be used to help students explore their skills and interests and how best to shape their skill sets to suitable careers. A variety of occupations are profiled in several different fields. Each career option discusses what the job entails, training, the type of skills needed and salary.

This item is currently out of print. An on-line version and a PDF version are available at http://www.careerccc.org/resources/cccproducts_e.shtm. This website also offers access to a facilitator's guide.
**Suggested Use:** Career Planning

**Career Options for Women Series** (Video). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Automotive* | Dup. order no. V6843 |
| *Aviation* | Dup. order no. V6844 |
| *Construction* | Dup. order no. V6845 |
| *Culinary* | Dup. order no. V6846 |
| *Engineering* | Dup. order no. V6847 |
| *Entertainment* | Dup. order no. V6848 |
| *Information Technology* | Dup. order no. V6849 |
| *Manufacturing* | Dup. order no. V6850 |
| *Medical/Health* | Dup. order no. V6851 |
| *Military: Canadian Forces* | Dup. order no. V6852 |
| *Protective Services* | Dup. order no. V6853 |
| *Rescue* | Dup. order no. V6854 |
| *Utilities* | Dup. order no. V6855. |

(CAN) *Career Options* is a series of 13 half-hour programs about women working in jobs traditionally done by men, mostly in trades and technology. Each program features three women. The career categories for this series include aviation, automotive, construction, culinary, engineering, entertainment, information technology, medical/health, manufacturing, military, protective services, rescue and utilities.

Supporting print is available from Media Group.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9

### Career Options for Women II Series

(Video). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

Recommended titles in this series include the following:

| | |
|---|---|
| *Agriculture* | Dup. order no. V712 |
| *Canadian Forces* | Dup. order no. V713 |
| *E-commerce* | Dup. order no. V714 |
| *Entrepreneurship* | Dup. order no. V715 |
| *Film Production* | Dup. order no. V716 |
| *Forestry* | Dup. order no. V717 |
| *Marine Transportation* | Dup. order no. V718 |
| *Mining* | Dup. order no. V719 |
| *Oil and Gas Technology* | Dup. order no. V720 |
| *Robotics and Automotive* | Dup. order no. V721 |
| *Telecommunications* | Dup. order no. V722 |
| *Video Games* | Dup. order no. V723 |
| *Wood Products* | Dup. order no. V724. |

This second *Career Options for Women Series* continues to provide valuable information and inspiration to young women who wish to work in the trades or technology. The programs also raise the awareness level of young men who are considering a career in these areas. Each program features three women who are working in a wide variety of jobs within the areas of energy and mines, forestry, agriculture, communications and entrepreneurship.

Supporting print material is available from Media Group.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration

### Career Options for Women III Series

(Video). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G1137 ($7.84 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Adventure Tourism* | Dup. order no. V1149 |
| *Aquaculture* | Dup. order no. V1137 |
| *Biotechnology* | Dup. order no. V1138 |
| *Canadian Forces 1* | Dup. order no. V1139 |
| *Canadian Forces 2* | Dup. order no. V1147 |
| *Finance and Investment* | Dup. order no. V1140 |
| *Gaming* | Dup. order no. V1141 |
| *Heavy Equipment* | Dup. order no. V1142 |
| *Music* | Dup. order no. V1143 |
| *Railway* | Dup. order no. V1144 |
| *Rubber* | Dup. order no. V1145 |
| *Steel* | Dup. order no. V1146 |
| *Textiles* | Dup. order no. V1147. |

(CAN) The third installment of the *Career Options for Women Series* continues to provide valuable information and inspiration to young women who wish to work in alternative occupations. Each program features three women who are working in a wide variety of jobs within the areas of the military, finance, construction, technology, the arts and manufacturing.

A companion website at http://www.careeroptions.org/ provides additional information about the people and occupations profiled in each program.

Supporting print material is available from Media Group.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration

**The Career Planner: Choosing an Occupation** (Print-Non-Fiction). (Planning Series). Alberta Human Resources and Employment (ARD), 2002. 78 p. ISBN 0-7732-0606-X ($FREE pbk.).

This resource has been designed in a user friendly fashion that will help young adults follow the five-step career-planning program. Readers are asked to examine where they want to go in life, to know what their skills are, to match their strengths to an occupation, to plan how to get into their chosen field and to take action.

In addition to the print version, this resource is available in PDF at http://www.alis.gov.ab.ca/pdf/cshop/CareerPlanner.pdf.
**Suggested Use:** Career Planning; Job Search
**Other Use:** Career and Work Exploration

**Career S.E.L.F. Assessment** (Video). Cambridge Educational (MCI), 1997. 32 min. Order no. 200023-61 ($129.00).

This video was produced to assist students in choosing career paths that suit their interests, skills and abilities.
**Suggested Use:** Career Self-Knowledge
**Other Use:** Career and Work Exploration

**Career Studies 10** (Print-Non-Fiction). Wallace, Lee. Nelson Thomson Learning (NEL), 2000. 246 p. ISBN 0-17-620136-X ($31.95 hdc.). Teacher's Resource (includes 2 CD-ROMs) - ISBN 0-17-620137-8 ($180.00 binder).

(CAN) Although written for the Ontario market, this resource covers most of the areas that are dealt with in the Saskatchewan curriculum. The resource is aimed at giving students the skills they will need to make good decisions concerning the direction their lives will take. Defining personal goals is stressed in the first unit while the second unit examines the skills each individual has. The final three units concentrate on the research skills that are needed for career and work options, developing real plans and reflecting on the career process. The material is well laid out, with an expanded table of contents allowing easy access to the short chapters. Photographs, charts, tables and activities are used throughout the resource. An index and a glossary are included.

A teacher's resource is also available.
**Suggested Use:** Career Planning; Career Self-Knowledge

**Careers** (Print-Non-Fiction). Campbell, Judith. (Lifechoices Series). Prentice Hall Inc. (PRN), 1998. 128 p. ISBN 0-13-244211-6 ($18.95 pbk.).

(CAN) Part of the *Lifechoices Series*, this resource uses short, informative, magazine-like articles to give students information about entering the world of work. Amongst other topics, it discusses the benefits of volunteering, where the work is, how to ace an interview, how to keep a job and how to be your own manager.
**Suggested Use:** Career Planning; Job Search
**Other Use:** Career and Work Exploration

**Careers 10** (Print-Non-Fiction). Campbell, Judith and Hoey, Kelly. Prentice Hall Inc. (PRN), 2000. 237 p. ISBN 0-13-031505-2 ($27.50 hdc.).

(CAN) This resource supports the curriculum as the first unit asks students to think about who they are, while the next two units have them consider where they are going and how they will get there. Within each unit, short and well-illustrated sections deal with topics such as building a career portfolio, doing a work values inventory, creating a networking tree, understanding the Canadian NOC, fitting into

the new workplace, handling the job interview and understanding Workplace Hazardous Materials Information System (WHMIS). Each section contains several student activities. Colour photographs, charts, drawings and tables add to the book's appeal, as does the easy-to-read text. An index and a glossary are included.
**Suggested Use:** Career Planning; Career Self-Knowledge
**Other Use:** Career and Work Exploration

**Caught in the Net** (Video). National Film Board of Canada (NFB), 1997. 14 min. Order no. 143C9197 039 ($49.95).

(CAN, WNCP) *Caught in the Net* provokes young people to explore the risks of getting too personal on the Internet. Adam reluctantly faces the possibility that a girlfriend he met over the Internet may not be everything she appears to be. He is challenged to think critically and carefully about the many people and sources of information he finds on the Internet. This video should be balanced with information regarding the positive value of peer support groups found on the web.

An excellent teacher's guide containing valuable information and suggestions for discussion accompanies this video.

Please note that this resource was recommended by Western and Northern Canadian Protocol to support English language arts.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Arts Education: Grade 9; Arts Education: Secondary Level; English Language Arts 20; Health Education: Grades 6 to 9

**Chasing Lightning: Gambling in Canada** (Print-Non-Fiction). Mandal, Veronique Perrier and Vander Doelen, Chris. United Church Publishing House (UCHP), 1999. 208 p. ISBN 1-55134-097-6 ($18.95 pbk.).

(CAN) Using a very readable style, the authors take a detailed look at the social and economic impacts of gambling. An interesting overview of the origins of gambling in Canada is presented as well as a discussion concerning the state of gambling in each of the provinces. The personal and financial problems that gambling addiction causes for both adults and adolescents are addressed. This section uses several case studies to illustrate very effectively the devastation gambling causes. An index is included.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**Chasing the Dream: A Player's Guide** (Print-Non-Fiction). McPhee, Tracy. General Store Publishing House (GSPH), 1999. 219 p. ISBN 1-894263-01-4 ($19.95 pbk.).

(CAN) If a school has aspiring athletes who want to make it to the NHL, this resource will provide them with a step-by-step guide to much of the information they will need. Everything from how to live away from home to training, conditioning, agents, education and the draft is covered. Black-and-white photographs are used to illustrate the player profiles that are included. This is an excellent resource for those whose career direction may be taking them into the field of professional hockey.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration

**Child Abuse** (Print-Non-Fiction). Kim, Henny H. (Opposing Viewpoints Digests Series). Greenhaven Press (SBC), 2000. 144 p. ISBN 1-56510-866-3 ($23.85 pbk.).

At first glance, the concept of an opposing viewpoints book dealing with child abuse does not seem to have any merit. However, the arguments that are presented do not relate to whether or not child abuse is wrong but rather to the issues around it, such as prevalence, reporting, causes and solutions. For example, two articles discuss whether punishment or rehabilitation of child abusers will reduce its reoccurrence. The text is written at a high school level, and the inclusion of several short documents from various reports adds to the book's effectiveness. An index is included.

**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**Child Development** (Print-Non-Fiction). Barrett, Karen Caplovitz, et al. Glencoe/ McGraw Hill (MHR), 1995. 508 p. ISBN 0-02-801359-X ($118.95 hdc.).

While this resource is somewhat dated, it offers an excellent overview of the stages of child development from birth to the early school years. The focus of the book is to gain an understanding of what children can do at various stages of development. While there is coverage of children from age nine to adolescence, most of the information relates to children up to age eight. Following an introduction to the theories of child development, the remainder of the book looks at the physical, intellectual, emotional and social development of children as infants, toddlers, pre-schoolers and young students. The book is very well illustrated, easy to read and includes "focus on" boxes. The American data will need to be supplemented by Canadian information. An index and a glossary are provided.
**Suggested Use:** Parenting
**Other Use:** Psychology 20/30

**The Complete Job-Search Handbook: Everything You Need to Know to Get the Job You Really Want. 3rd ed.** (Print-Non-Fiction). Figler, Howard. Henry Holt & Co., Inc. (FEN), 1999. 370 p. ISBN 0-8050-6191-6 ($22.95 pbk.).

Written for people in various stages of career development, this resource can be used by the first-time job seeker to the professional looking for a change. The information provided is very practical. Some of the skills covered include self-assessment, communication, interviews and characteristics of the successful job hunter. An index is included.
**Suggested Use:** Job Search
**Other Use:** Career and Work Exploration

**The Complete Job Search System Series** (Video). McIntyre Media Limited (MCI), 1997. Order numbers follow.

Recommended titles in this series include the following:

| | |
|---|---|
| *Career Evaluation*<br>(Order no. 010134) | ($105.00) |
| *Finding a Job*<br>(Order no. 010135) | ($105.00) |
| *Interviewing for a Job*<br>(Order no. 010136) | ($105.00) |
| *Planning Your Career*<br>(Order no. 010133) | ($105.00) |
| *Succeeding on the Job*<br>(Order no. 010132) | ($105.00) |
| Set of 5 Videos | ($479.00). |

Although the titles are getting a little dated, this series is ideal for introducing job seekers to the techniques needed in selecting a career and getting a job. Students will learn how to use a self-assessment process to match their personal interests to a career choice. Conventional and unconventional job search methods are portrayed, as are tips for preparing for an interview. The last video illustrates that once a job has been obtained, much has to be done to succeed in this new role and that work habits have a tremendous impact on performance and promotion.
**Suggested Use:** Job Search
**Other Use:** Career and Work Exploration

**Consumer Manual and Handbook: A Literacy Manual** (Print-Non-Fiction). Regina Home Economics for Living Project (HELP) (RHE), 1998. 324 p. ISBN 0-9699974-2-6 ($60.00 binder).

(SK) As indicated by the subtitle, this manual was written for adults who may need assistance with life skills, but also have a reading problem. Many of the activities and information contained in the book can be adapted to the classroom environment. Using straightforward language, the manual supplies students with information and skills to help them make wise consumer decisions. Some of the areas covered include consumer rights, contracts, warranties, shopping at home and the store, comparison shopping, buying a

used car and renting a place to live. Each section ends with a number of suggested activities.
**Suggested Use:** Independent Living; Money Management

**Contemporary Issues Companion Series** (Print-Non-Fiction). Please refer to the title: *Teen Alcoholism.*

**Cool Jobs Series** (Video). McIntyre Media Limited **(MGR)**, 2002. 30 min. Order numbers follow.

Recommended titles in this series include the following:

| | |
|---|---|
| *Anthropology* | Dup. order no. V1025 |
| *Archaeology* | Dup. order no. V1014 |
| *Canadian Manufacturers and Exporters* | Dup. order no. V1027 |
| *Construction* | Dup. order no. V1009 |
| *Cool Jobs Extreme* | Dup. order no. V1015 |
| *Entrepreneurs* | Dup. order no. V1026 |
| *Film Industry* | Dup. order no. V1012 |
| *Hockey* | Dup. order no. V1024 |
| *Manitoba Hydro* | Dup. order no. V1010 |
| *Multimedia* | Dup. order no. V1011 |
| *Navy Part 1* | Dup. order no. V1005 |
| *Navy Part 2* | Dup. order no. V1006 |
| *Sports Medicine* | Dup. order no. V1008. |

(CAN, I/M) The aim of this series is to demystify the workforce for aboriginal youth through informative interviews, comedic skits, cool information and an interactive web component. Five youth hosts visit aboriginal role models employed in non-traditional industries such as archaeology, the Canadian forces, film, fashion, professional sports and engineering. The role models share what it takes to have a cool job, what education and training is needed and what their job entails. Youth are provided with a sampling of opportunities and cool jobs in the world of work.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration

**Coping: A Young Woman's Guide to Breast Cancer Prevention. 1st ed.** (Print-Non-Fiction). Eisenpreis, Bettijane. (Coping Series). Rosen Publishing Group (SBC), 1997. 160 p. ISBN 0-8239-2436-X ($24.50 hdc.).

This easily read book is directed at young women in high school. It addresses healthy lifestyles, media pressure and the role fashion plays as it relates to body image. As a breast cancer survivor, the author describes many aspects of the disease, including prevention, treatments, and support for cancer victims. This rare resource presents valuable information for the teenage girl. Included are a table of contents, a glossary, a bibliography and an index.
**Suggested Use:** Health Self-Care

**Coping in a Dysfunctional Family. Rev. ed.** (Print-Non-Fiction). Jamiolkowski, Raymond M. (Coping Series). Rosen Publishing Group (SBC), 1998. 151 p. ISBN 0-8239-2715-6 ($22.95 hdc.).

This resource describes the functions of a family and then deals with various problems that could lead to dysfunctional families. Each topic begins with a case study followed with coping strategies, options and alternatives. The format is easy to follow and the case studies are all relevant. Included are a table of contents, crisis intervention hotlines, a list of further readings and an index.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships

**Coping Series** (Print-Non-Fiction). Please refer to the titles: *Coping: A Young Woman's Guide to Breast Cancer Prevention, Coping in a Dysfunctional Family* and *Coping With Stress.*

**Coping With Stress. Rev. ed.** (Print-Non-Fiction). Packard, Gwen K. (Coping Series). Rosen Publishing Group (SBC), 1999. 154 p. ISBN 0-8239-3042-4 ($34.05 hdc.).

In this very straightforward high school oriented book, the authors have presented a

good overview of the subject of stress. The causes of stress are identified as well as the symptoms and coping strategies. While the format and presentation are not very appealing, the information is accurate and easy to read. The American content will need to be supplemented with Canadian information. An index is provided.
**Suggested Use:** Life Balance
**Other Use:** Psychology 20/30

**Core Concepts in Health. Brief 9th ed.** (Print-Non-Fiction). Insel, Paul M. and Roth, Walton T. McGraw-Hill Ryerson Limited (MHR), 2002. 420 p. ISBN 0-07-253068-5 ($61.16 pbk.).

This resource focuses on health and wellness concerns that are of great importance to teens. Topics covered include the goals of wellness, stress, mental health, relationships, sexuality, substance abuse, nutrition, fitness, weight management and safety. Each chapter contains a running glossary, a chapter summary and web connections. Fact boxes provide additional information about current issues, mind/body/spirit, diversity and being a critical consumer. The coloured photographs, charts and graphs make this an appealing book to both teachers and students. Included are a table of contents, an index and a study guide.

The enclosed CD-ROM is interactive and provides students with learning aids and wellness tools.
**Suggested Use:** Health Self-Care; Teacher Reference
**Other Use:** Wellness 10

**Crisp Fifty-Minute Series** (Print-Non-Fiction). Please refer to the title: *Personal Time Management.*

**Current Controversies Series** (Print-Non-Fiction). Please refer to the titles: *Alcoholism, Family Violence, Sexual Harassment, Violence in the Media* and *Youth Violence.*

**Date Rape: Behind Closed Doors** (Video). Cambridge Educational (KIN), 1994. 35 min. Order no. 3613/0405 ($129.95).

This excellent program focuses on many aspects of date rape. Professionals present information on the myths and misconceptions surrounding date rape. Interviews with rape counsellors and rape victims are included. The stages in the recovery process are discussed. This fast-paced program talks about the serious consequences of rape, presents strategies for prevention, and offers advice and encouragement for people who have been victimized.
**Suggested Use:** Conflict in Relationships; Relationships

**Dealing With Bullies, Troublemakers, and Dangerous Situations** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 30 min. Dup. order no. V368. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Dealing With Bullies, Troublemakers, and Dangerous Situations* explores how to handle bullies and protect victims without getting hurt. Teens learn how to recognize potentially dangerous situations and avoid violence by reasonably predicting the consequences of their actions.

Supporting print material is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**The Developing Child: Understanding Children and Parenting. 8th ed.** (Print-Non-Fiction). Brisbane, Holly E. Glencoe/McGraw Hill (MHR), 2000. 672 p. ISBN 0-02-642708-7 ($80.88 hdc.).

The purpose of this resource is to introduce students to child development, parenting decisions and skills, and career opportunities for working with children. Charts, graphs and coloured photographs are found throughout the text. The book includes a table of contents, a glossary and an index.
**Suggested Use:** Parenting

**Other Use:** Psychology 20/30

**Discovering Our Potential: Women in Engineering: An Inspiring Look at Non-Traditional Careers for Women** (Video). Streetwise Productions **(MGR)**, 1997. 17 min. Dup. order no. V4905.

(CAN) This inspiring look at nontraditional career choices for women presents commentary from a diverse group of Canadian women engineers. They enthusiastically explain what their work involves and what it means to them personally. As they speak, the resounding message is that young women should consider all options when planning for their future. This program encourages young women to take math and sciences while in high school and to set objectives for themselves. Short dramatic vignettes with teenage girls who discuss their future emphasize some of the key points addressed.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration; Science: Secondary Level

**Domestic Violence** (Print-Non-Fiction). Roleff, Tamara L., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2000. 176 p. ISBN 0-7377-0346-6 ($44.30 hdc.).

In a familiar format, this resource offers several readings that present differing views on domestic violence. The entire question of whether domestic violence is a serious problem is raised as are causes, legal remedies and outreach programs. The articles are short and well written, but it will be necessary to insert a Canadian perspective to balance the American information.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Psychology 20/30

**Donna's Story** (Video). National Film Board of Canada (NFB), 2001. 51 min. Order no. C9101 025 ($49.95).

(I/M, SK) In this video, Donna, a Cree woman from Saskatchewan, discusses how she left the streets to start a new life. As a counsellor to women inmates, Donna supports other young women in their attempt to avoid a life of addiction and prostitution. It is Donna's hope that her work will help break the cycle of poverty and abuse.

Previewing is highly recommended prior to use.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Canadian Studies; Law 30; Native Studies: Grade 11

**Double or Nothing** (Print-Fiction). Foon, Dennis. Annick Press (FIR), 2000. 168 p. ISBN 1-55037-626-8 ($7.95 pbk.).

(CAN) *Double or Nothing* is a disturbing book about a most disturbing issue. Gambling and gambling addiction are worldwide phenomena. This novel deals with a more hidden issue, but one that is rapidly on the rise—that of teenage gambling. Kip Breaker is an above-average high school student who, though fatherless, has been well provided for by his dedicated mother and loyal uncle. Unfortunately, his penchant for gambling takes a devastating turn when his new girlfriend's father turns out to be a high-stakes con artist with his eye on Kip's college savings. This fast-paced journey into the depressing world of a teenage gambler points out in no uncertain terms that gambling can be as serious an addiction as drugs or alcohol.
**Suggested Use:** Community Issues and Ethics
**Other Use:** English Language Arts: Grades 6 to 9; English Language Arts 10; Health Education: Grades 6 to 9

**Drawing the Line: A Resource for the Prevention of Problem Gambling: Volume II, Senior High** (Print-Non-Fiction). Nova Scotia Department of Health (NSG), 1997. 198 p. ISBN 0-88871-450-5 ($75.00 spiral-bound).

(CAN) Developed by the Nova Scotia Department of Health, this teacher's guide gives an effective approach to informing

students about problem gambling. Although many of the statistics are from Nova Scotia, they can be useful in helping students in Saskatchewan understand how gambling may become a problem, the low probability of winning, and how the industry works. The lessons include worksheets, questions/answer keys, overheads and support material. The appendix gives excellent background material on areas such as casinos, crime, lotteries and much more. Included are a list of suggested resources and a glossary.
**Suggested Use:** Community Issues and Ethics; Teacher Reference
**Other Use:** Psychology 20/30

**The Drug Abuse Prevention Library Series** (Print-Non-Fiction). Please refer to the titles: *Drugs and AIDS* and *Drugs and Sports.*

**Drugs, Alcohol and Guns: Triggers to Violence** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V374. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Drugs, Alcohol and Guns: Triggers to Violence* examines the shocking prevalence of guns at teen parties and clubs and the predictably dangerous consequences of this casual mix of drugs, alcohol and weapons. Adults will learn of a brave new world where guns are omnipresent and teens think prevention means planning an escape route when they start to go off. Teens recount frightening personal stories of explosive violence when minor offences on the dance floor turn deadly. Notions of adolescent immortality are challenged as teens come to realize that going to parties with drugs, alcohol and guns is simply not worth the risk.

Supporting print material is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Drugs and AIDS. Rev. ed.** (Print-Non-Fiction). Draimin, Barbara Hermie. (The Drug Abuse Prevention Library Series). Rosen Publishing Group (SBC), 1997. 64 p. ISBN 0-8239-2583-8 ($30.65 hdc.).

This easy-to-read, large-print text provides two case studies of teenagers who contract AIDS by drug use or unprotected sex. Once the scene is set, the book then goes into the background and facts about HIV and AIDS. How the disease is contracted, how it can be prevented, and what an individual can do about AIDS are all discussed. This book will be useful as an introduction to the topic. A glossary, a list of agencies (U.S. and Canadian), a bibliography and an index are included.
**Suggested Use:** Community Issues and Ethics; Health Self-Care; Sexual and Reproductive Health

**Drugs and Sports. Rev. ed.** (Print-Non-Fiction). Peck, Rodney G. (The Drug Abuse Prevention Library Series). Rosen Publishing Group (SBC), 1997. 64 p. ISBN 0-8239-2565-X ($32.35 hdc.).

This American book discusses why athletes use different drugs, how they become addicted, the consequences of drug abuse and how to get help. Several black-and-white and colour photographs add appeal to the material. Included are a table of contents, a fact sheet, a list of American sources of support, a glossary, a brief bibliography and an index.
**Suggested Use:** Community Issues and Ethics; Personal Self-Knowledge
**Other Use:** Health Education: Grades 6 to 9; Physical Education: Grades 6 to 9; Physical Education 20, 30

**Employability Skills: Creating My Future** (Print-Non-Fiction). Calgary Educational Partnership Foundation. Nelson Thomson Learning (NEL), 1996. 31 p. ISBN 0-17-604664-X ($16.95 binder). Teacher's Guide - ISBN 0-17-604665-8 ($39.95 pbk.).

(CAN) This portfolio/binder is designed to encourage students to identify and organize their accomplishments in and out of school. The information in the student booklet is divided into four categories: assessment, goal setting, creating a portfolio and sharing a portfolio. Dividers and clear plastic folders are included.

The instructor's guide provides background information on the four categories as well as several blackline masters. Included with the guide is a pamphlet listing the Conference Board of Canada's employability skills.
**Suggested Use:** Career Planning; Career Self-Knowledge; Personal Self-Knowledge
**Other Use:** Career and Work Exploration

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/tookit.htm.
**Suggested Use:** Career Self-Knowledge
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Self-Knowledge; Teacher Reference
**Other Use:** All PAA Curricula

**Euthanasia** (Print-Non-Fiction). Torr, James D., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2000. 208 p. ISBN 0-7377-0126-9 ($28.95 pbk.).

Euthanasia may well be one of the more contentious issues within our society today. To help students gain the necessary background to make an informed decision, this book presents both sides of the debate. Several aspects of the debate are covered such as the ethics of voluntary euthanasia, religious beliefs, foreign examples, the disabled and the role of the physician. The articles are short and can effectively be used for the dialectical process. An index is provided.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**Exploring Careers: What's Right for You?** (Video). Sunburst Communications (SUN), 1997. 35 min. Order no. 2650-03 ($139.95).

This resource uses the Holland Hexagon to help students identify their personality types and discover careers that draw on their strengths. The video features a variety of careers that match personality types with an emphasis on those with the greatest job

potential in the 21st century. Viewers learn that choosing a career is an important process and because most people will change jobs many times, it is also a lifelong process.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9

**Families in Canadian Society: An Introduction. 2nd ed.** (Print-Non-Fiction). Baker, Maureen. McGraw-Hill Ryerson Limited (MHR), 1993. 429 p. ISBN 0-07-551366-8 ($38.95 pbk.). Teacher's Guide - ISBN 07-07-551530-X ($45.95 pbk.).

(CAN) This comprehensive teacher's resource provides valuable background information for many of the Life Transitions modules. It covers the life cycle of the family and the changes that have taken place in that structure over the past several years. Black-and-white charts, graphs, case studies and cartoons supplement the text. Included are a table of contents, a glossary, a bibliography and an index.

The teacher's resource guide includes various teaching strategies and assessment forms.
**Suggested Use:** Parenting; Relationships; Teacher Reference

**Families Today. 3rd ed.** (Print-Non-Fiction). Sasse, Connie R. Glencoe/McGraw Hill (MHR), 2000. 704 p. ISBN 0-02-643278-1 ($65.83 hdc.). Teacher's Wraparound Edition - ISBN 0-02-643279-X ($79.00 hdc.).

This detailed American resource helps students focus on the family as the foundation for a strong society. The following topics are covered in the eight units: "The Family Foundation," "Strengthening Relationships," "Managing With Insight," "Supporting Family and Friends," "Extending Your Relationships," "Growing as a Person," "Moving Toward Independence" and "Forming Your Own Family." Each chapter begins with a list of new terms and objectives that the student should be thinking about and concludes with a chapter summary, discussion questions, activities and ideas for critical thinking. Several uniquely American topics will need to be balanced out with Canadian content. The book contains many colourful photographs and diagrams. An index and a glossary are included.
**Suggested Use:** Parenting; Relationships

**Family Violence** (Print-Non-Fiction). Lloyd, J. D., ed. (Current Controversies Series). Greenhaven Press (SBC), 2001. 138 p. ISBN 0-7377-0451-9 ($27.25 pbk.).

In a series of short, easily read articles, the issue of family violence is dealt with effectively. The victims of family abuse are profiled as well as the prevalence, causes and solutions. There are usually two articles that each take a different point of view. For example, one article argues that gender roles lead to battering, while a second article refutes that claim. The role of the media is also examined. An index is included.
**Suggested Use:** Conflict in Relationships
**Other Use:** Psychology 20/30

**The Famine Within** (Video). McNabb and Connolly (MCN), 1994. 60 min. No order number is required. ($39.95).

(CAN) This powerful documentary explores the obsession that women have with their body shape and size. Views of leading experts and testimonies of women from various backgrounds and ages who have suffered from body obsession are included.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**50 Ways to a Safer World: Everyday Actions You Can Take to Prevent Violence in Neighborhoods, Schools, and Communities** (Print-Non-Fiction). Giggans, Patricia Occhiuzzo and Levy, Barrie. Seal Press (PGW), 1997. 152 p. ISBN 1-878067-95-8 ($15.50 pbk.).

The title is descriptive of the content that this very thorough, American book offers. It is an easy-to-understand manual that provides tips, resources and information on how to prevent violence and create a safer home, school and

community environment. Included is a table of contents, but there is no index.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Fighting Invisible Tigers: A Stress Management Guide for Teens. Rev. & updated ed.** (Print-Non-Fiction). Hipp, Earl. Free Spirit Publishing, Inc. (MON), 1995. 153 p. ISBN 0-915793-80-6 ($21.95 pbk.).

This appealing book addresses the pressures and problems encountered by teenagers and provides information on life skills, stress management and methods of gaining more control over their lives. It offers insightful advice on numerous topics such as being assertive, building supportive relationships, making decisions, staying healthy and even growing a funny bone. The text is enhanced with several black-and-white illustrations. Included are a table of contents and an index.
**Suggested Use:** Life Balance
**Other Use:** Psychology 20/30

**The First Years Last Forever** (Video). (I Am Your Child Series). The Reiner Foundation (RNF), 1997. 29 min. No order number is required. ($5.00 U.S.).

Hosted by Rob Reiner, this well-produced video looks at infants and their abilities. Bonding, nutrition, self-esteem, discipline and self-awareness are other areas that are covered. Although it was developed for parents, the video is well-suited for use in schools.
**Suggested Use:** Parenting
**Other Use:** Psychology 20/30

**Fitness and Wellness Strategies. 2nd ed.** (Print-Non-Fiction). Seiger, Lon, et al. McGraw-Hill Ryerson Limited (MHR), 1998. 202 p. ISBN 0-697-29579-6 ($30.56 pbk.).

In an easily accessible format, this book offers practical tips on living healthy through lifelong physical activity. It clearly lays out the different fitness strategies (endurance, flexibility, etc.) and goes beyond the physical programs to discuss nutrition, weight control and stress. Illustrations and charts help take students step by step through the activities. Included are an index and list of references.
**Suggested Use:** Health Self-Care; Life Balance
**Other Use:** Wellness 10

**Gay & Lesbian Youth** (Print-Non-Fiction). Stewart, Gail B. (The Other America Series). Lucent Books, Inc. (SBC), 1997. 112 p. ISBN 1-56006-337-8 ($37.45 hdc.).

Using four first-person accounts from gay teens, the author lays out in gritty detail the lives of these marginalized youth. With the use of photographs, the stories become personalized and the reader can begin to empathize with the problems faced by these people who are often shunned. Included are an index, further readings and suggestions on how to get involved and make society more open toward gay and lesbian youth.
**Suggested Use:** Community Issues and Ethics; Human Sexuality
**Other Use:** Psychology 20/30

**The Get Real Game: Facilitator's Kit** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW), 2001. Order number GRG1010 ($220.00).

(CAN) This role-playing game is very similar to *The Be Real Game*, except that it concentrates on the skills and knowledge that senior high school students will need. In this game, students are able to explore the five major gateways to their goals: post-secondary education, volunteer work, employment, internship/apprenticeship and self-employment/entrepreneurship. As they proceed through the game, students will learn how to budget their time, research career options, refine their goals, plan courses of action and present themselves well in interviews. This is an excellent teaching and learning tool.
**Suggested Use:** Career Self-Knowledge; Job Search
**Other Use:** Career and Work Exploration

**Girls Are Equal Too: How to Survive: For Teenage Girls. 2nd ed.** (Print-Non-Fiction). Carlson, Dale B. and Carlson, Hannah. (Psychology for Teenagers Series). Bick Publishing House (BPH), 1998. 231 p. ISBN 1-884158-18-8 ($14.95 U.S. pbk.).

Using humour to provide insight, this award-winning book looks at the role of young women in school, work and the media. The relationships between men and women during dating and marriage are also examined. The historical roots of women's traditional role are discussed, as are ways to change it. The reading style is engaging, and the information is enlightening. An index is included.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**The Glass Ceiling** (Video). (Women and Work Series). National Film Board of Canada (NFB), 1993. 28 min. Order no. 9192 094 ($49.95).

(CAN) Five women are trying to overcome numerous obstacles to enable advancement on the job. In an interview format, the viewer sees how they use strategy, humour and determination on a daily basis in an effort to attain an equitable place in their respective work settings.
**Suggested Use:** Career Planning; Community Issues and Ethics

**Glencoe Health: A Guide to Wellness. 6th ed.** (Print-Non-Fiction). Merki, Mary Bronson and Merki, Don. Glencoe/McGraw Hill (MHR), 1999. 832 p. ISBN 0-02-651562-8 ($82.26 hdc.).

Written specifically for high school students, this American resource provides a general overview to several curriculum areas. Physical fitness, nutrition, stress, relationships, body systems, the life cycle, drugs, HIV/AIDS and consumer choices are all covered in an appealing layout. Colour photographs, review questions, weblinks, tables, self-inventories, case studies and skill activities are used throughout the book. Although this resource does an excellent job of introducing the basics and encouraging further study, it is essential that Canadian information replace the American data. An index and a glossary are included.
**Suggested Use:** Health Self-Care
**Other Use:** Wellness 10

**Gone Tomorrow: AIDS Awareness** (Video). Cambridge Educational (CMB), 1995. 30 min. Order no. 8178 ($49.95 U.S.).

This title was written as a stage play and then adapted to video to educate young people about AIDS. We are introduced to Rick, a heterosexual male, and his present and former girlfriends. Rick tests positive for AIDS and through this, the characters begin to understand that their actions can indirectly affect other people. The program concludes with a question-and-answer segment. This video takes a realistic look at many of the AIDS issues and concerns facing students today.
**Suggested Use:** Community Issues and Ethics; Health Self-Care; Relationships; Sexual and Reproductive Health

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Self-Knowledge
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Self-Knowledge; Teacher Reference
**Other Use:** All PAA Curricula

**Handling Dating Pressures and Harassment** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 29 min. Dup. order no. V370. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Handling Dating Pressures and Harassment* deals with the difficult issues of sexual harassment, sexual coercion and date rape, which are occurring with surprising frequency in the nation's schools. The discussion outlines typical types of harassment and abuse, which occur in the teen years, and successful strategies for dealing with verbal and physical attacks. Teens learn ways to say "no" to abuse and the importance of building healthy positive relationships.

Supporting print is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Handling Peer Pressure and Gangs** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V373. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Handling Peer Pressure and Gangs* deals with a variety of issues concerning peer pressure, values and friendship, by examining why teens join cliques, groups, and gangs. Teenagers are challenged to decide what they would do if a close friend wanted them to do something wrong, illegal or dangerous, and are asked to examine the types of friendships they are making. The meanings of true friendship and the value of positive peer pressure are highlighted as ways to make good friends and stay out of trouble.

Supporting print material is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Health: The Basics. 2nd Canadian ed.** (Print-Non-Fiction). Donatelle, Rebecca J., et al. Allyn & Bacon Canada (PRN), 2001. 450 p. ISBN 0-205-31764-2 ($67.96 pbk.).

(CAN) A good overview of several health-related issues is presented in this Canadian edition of a United States text. The range of topics is very broad covering such issues as managing stress, sexuality, fitness, drug abuse, disease and consumerism. The use of photographs is very effective and the statistics and information have been Canadianized. Included is an index.
**Suggested Use:** Health Self-Care; Teacher Reference
**Other Use:** Wellness 10

**Healthwise 2** (Print-Non-Fiction). Robertson, Al and Mang, Lesley. Nelson Thomson Learning (NEL), 1990. 240 p. ISBN 0-17-602668-1 ($36.45 pbk.). Teacher's Resource Guide - ISBN 0-17-602669-X ($42.95 spiral-bound).

(CAN) This book provides an attractive and comprehensive presentation of general wellness topics. Its intent is to help students design programs for their own wellbeing by making healthy choices. The strengths of this book are its strong Canadian content and its incorporation of all the Common Essential Learnings. Included are a table of contents, a glossary and an index.
A teacher's guide is available.
**Suggested Use:** Health Self-Care
**Other Use:** Health Education: Grades 6 to 9; Wellness 10

**Healthy and Well** (Print-Non-Fiction). Campbell, Judith. (Lifechoices Series). Prentice Hall Inc. (PRN), 1996. 96 p. ISBN

0-13-244195-0 ($19.75 pbk.). Teacher's Resource - ISBN 0-13-244203-5 ($61.25 coil-bound).

(CAN) In an attractive magazine format, this resource contains a collection of articles, case studies, quizzes, charts, graphs and cartoons. The information presented focuses on how young people can achieve both a healthy mind and a healthy body. This resource includes information on stress management, healthy eating, physical fitness, AIDS, substance use and abuse, and sexually transmitted diseases. Included is a table of contents.

The teacher's resource provides a detailed outline of the concepts covered in the resource. Background information and related teaching/learning activities are also described. A brief glossary of terms is provided.
**Suggested Use:** Health Self-Care; Life Balance
**Other Use:** Wellness 10

**Healthy Sexuality: What Is It?** (Print-Non-Fiction). Endersbe, Julie K. (Perspectives on Healthy Sexuality Series). Capstone Press, Inc. (KRS), 2000. 64 p. ISBN 0-7368-0273-8 ($30.65 hdc.).

This book explains healthy sexuality in clear and definite terms that teens will be able to understand. Relationships, good communication, responsibility and the importance of proper decision making are also addressed. Colour photographs and sidebars of additional information add to the appeal of this easy-to-read resource. An index and a glossary are included.

It is advisable for educators to carefully screen this resource to ensure that it meets the criteria of local selection policies.
**Suggested Use:** Human Sexuality; Sexual and Reproductive Health
**Other Use:** Health Education: Grades 6 to 9

**Hear These Voices: Youth at the Edge of the Millennium** (Print-Non-Fiction). Allison, Anthony. Dutton Books (CDS), 1999. 170 p. ISBN 0-525-45353-9 ($36.99 hdc.).

In a series of case studies, 15 "at risk" young people from around the world share their experiences of trying to survive in the new millennium. For these teenagers, the reality of the world they live in consists of AIDS in San Francisco, prostitution in Thailand, religious differences in Northern Ireland, alcoholism in the Ukraine and homelessness in South Africa. These are, however, not depressing stories. The young people who are profiled talk about how they have coped with their struggles and made an attempt to overcome them. The stunning black-and-white photographs add to the appeal of the resource.
**Suggested Use:** Community Issues and Ethics; Personal Self-Knowledge; Relationships
**Other Use:** Psychology 20/30; Social Studies 20/History 20

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed, and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Planning; Work Study
**Other Use:** All PAA Curricula

**Highs!: Over 150 Ways to Feel Really, Really Good...Without Alcohol or Other**

**Drugs** (Print-Non-Fiction). Packer, Alex J. Free Spirit Publishing, Inc. (MON), 2000. 151 p. ISBN 1-57542-074-0 ($26.95 pbk.).

Stress is a factor that affects virtually everyone in our society. This resource provides an informative and entertaining look at what stress is and how to relieve it through natural means. The author discusses the benefits of each of the techniques in decreasing stress and also provides suggestions on how to carry out the activities and agencies to contact for professional instruction. One shortcoming of the book is that the agencies listed are American. The activities discussed cover a very broad range from breathing exercises to physical activities, healthy eating, intellectual pursuits and connecting with friends, family and pets. An index is included.
**Suggested Use:** Life Balance; Personal Self-Knowledge
**Other Use:** Psychology 20/30; Wellness 10

**Hills and Valleys: Teen Depression** (Video). Meridian Education Corporation **(MGR)**, 1998. 17 min. Dup. order no. V2980.

Everyone experiences stress at times, perhaps every day. But what is the difference between stress and depression, and when is it necessary to seek professional help? In this program, young people who have coped with depression talk about how it feels, and what they have done to combat depression. They also provide suggestions for helping friends.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**The HIV Test: Who Should Take It? What Does It Show?** (Video). Human Relations Media/HRM Video **(MGR)**, 1993. 26 min. Dup. order no. V556. Teacher's Guide - Order no. G556 ($0.65 loose-leaf).

This program answers questions and provides a common sense approach to the complex issues surrounding HIV and testing. It provides information on the AIDS virus, antibody tests and risk factors empowering students to make educated decisions.
**Suggested Use:** Community Issues and Ethics; Health Self-Care; Sexual and Reproductive Health
**Other Use:** Wellness 10

**Holt Health** (Print-Non-Fiction). Greenberg, Jerrold and Gold, Robert. Holt, Rinehart & Winston (HBJ), 1999. 709 p. ISBN 0-03-051123-2 ($59.95 hdc.).

Based on a decision-making model, this attractive American resource provides chapter overviews, unit previews, a planning guide, content background, activities to support the adaptive dimension and suggestions for assessment. It addresses a variety of health and wellness topics including nutrition, eating disorders, fitness, stress, death, substance abuse, relationships, diseases (including HIV/AIDS), first aid and environmental health. The text is supported with a wide variety of colour illustrations. Included are a table of contents, a glossary and an index.
**Suggested Use:** Health Self-Care
**Other Use:** Wellness 10

**Homebuying Step-by-Step: A Consumer Guide and Workbook** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1997. 24 p. ISBN 0-662-26711-7 ($FREE spiral-bound).

(CAN) This excellent Canadian resource will be of great assistance for the unit on making a house purchase. Using an eight-step approach, students will be able to get useful information on housing needs, market forecasts, affordability, arranging a mortgage, preparing an offer and moving. The sample forms and tables will allow students to use a hands-on approach to better equip them for this future decision.
**Suggested Use:** Independent Living; Money Management
**Other Use:** Housing

**Horizons 2000+: Career Studies** (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited (MHR), 2000. 275 p. ISBN 0-07-087411-5 ($33.50 hdc.).

(CAN) Aimed at the Middle Level, the authors have put together a very effective resource that combines an excellent layout with the essential information. Major topics include portfolios, discovering your strengths and pathways, and working in and experiencing the community. Colour photographs and drawings, charts, chapter objectives, activities and review all add to the book's appeal. An index and a glossary are included.

The first edition of this book was previously published under the title of *Exploring Your Horizons: Career and Personal Planning.*
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9

**Human Sexuality** (Print-Non-Fiction). Stalcup, Brenda, Leone, Bruno and Swisher, Karin L., eds. (Opposing Viewpoints Series). Greenhaven Press (SBC), 1995. 258 p. ISBN 1-56510-246-0 ($42.60 hdc.). ISBN 1-56510-245-2 ($25.55 pbk.).

This teacher resource is part of a series designed to help readers become more intelligent and discriminating consumers of information. The varied opinions examine many different aspects of a single issue. The issues presented are both complex and sensitive. Topics covered include: "What Is the Purpose of Sex?," "What Sexual Norms Should Society Uphold?," "How Are Gender and Sexual Orientation Determined?," "What Constitutes Normal Sexual Behavior?" and "How Is Society's View of Human Sexuality Changing?." Included are a table of contents, a bibliography of books, and an index.
**Suggested Use:** Community Issues and Ethics; Human Sexuality; Teacher Reference
**Other Use:** Psychology 20/30

**Human Sexuality Series** (CD-ROM). Goodheart-Willcox Publisher (NEL), 1999. Order numbers follow. ($202.00).

Recommended titles in this series include the following:

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|---|---|
| *Human Sexuality 1: A Healthy Me* | ISBN 1-56637-457-X |
| *Human Sexuality 2: Respect & Responsibility.* | ISBN 1-56637-458-8 |

These two CDs are of high interest and deal with sensitive material very well. The programs are simply done, but they are also very effective. Accurate information is presented on the reproductive systems, pregnancy, STDs and the roles of respect and responsibility in dating relationships. Interactive quiz games are included along with "Tough Choices," in which students explore the risks and rewards of dating.

Due to the sensitive nature of these CDs, it is recommended that teachers preview the programs before they are used in the classroom.

Please note that teachers must obtain school division board approval before teaching the unit on abstinence, sexually transmitted diseases, pregnancy and contraception.
**Suggested Use:** Human Sexuality; Relationships; Sexual and Reproductive Health
**Other Use:** Health Education: Grades 6 to 9; Psychology 20/30

**I Am Your Child Series** (Video). Please refer to the title: *The First Years Last Forever.*

**In Love and in Danger: A Teen's Guide to Breaking Free of Abusive Relationships** (Print-Non-Fiction). Levy, Barrie. Seal Press (PGW), 1997. 107 p. ISBN 1-58005-002-6 ($17.00 pbk.).

Teens relate many personal accounts of abuse in this book. Their abuse may be emotional, physical and/or sexual. The author gives advice on how to recognize abuse in a relationship and how to end an abusive cycle and move on with life. The personal accounts contain graphic language. The thought-provoking information will prove to be both interesting and informative to teens. Included is a table of contents.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships

**In Love and in Danger: Dating Violence** (Video). Sunburst Communications **(MGR)**, 1998. 15 min. Dup. order no. V6796. Teacher's Guide - Order no. G6796 ($4.45 pbk.).

Even before they have figured out how to deal with the opposite sex, one in four teenagers, the majority of them girls, are finding that emotional and physical violence is a dating fact of life. This program asks and answers questions to engage viewers in healthy discussion of dating violence, makes clear the compelling need to teach young people to recognize violence patterns in a dating relationship, and gives them help and support in breaking loose. It notes that adolescents from all walks of life can engage in dating violence, and that girls in a first relationship are apt to interpret extreme possessiveness and even violence as normal signs of love. Interviews with experts and dating violence survivors establish that the central issue of an abusive relationship is power over a victim, and that the most severe injuries and even death occur when the victim tries to end the relationship. This program urges parents and other adults to let teens know what the dating world is about, that jealousy is not love, nor is hitting permissible. It asks parents to be alert to stereotypes with which a son regards women and to a daughter's giving up too much of her own life to please someone else. Advising that teens need help and support from the adults in their lives, not just their friends, the program asks parents to be prepared to hear what their teens have to say and to listen in a nonjudgmental way.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9; Psychology 20/30

**Investing in Your Future** (Print-Non-Fiction). Luengo, Anthony, ed. The Canadian Securities Institute (ILC), 2001. 68 p. ISBN 1-894289-51-X ($FREE pbk.). Teacher Resource - ISBN 1-894289-50-1 ($FREE spiral-bound).

(CAN) This short, well-illustrated book is ideal for encouraging students to start thinking about their financial future. As the title indicates, investments are the main focus of the resource as it takes a look at the capital market, stocks, bonds and mutual funds. The necessary steps for creating a secure financial future are outlined as are the choices and differences. An index and a glossary are included.

The teacher's guide contains several activities, assignments and tests.
**Suggested Use:** Money Management

**Issues in Focus Series** (Print-Non-Fiction). Please refer to the titles: *Advertising: Information or Manipulation?*, *Teens and Gambling: Who Wins?* and *Violence in Sports*.

**Job Search Strategies. Rev. ed.** (Video). Learning Seed Company (MCI), 2000. 23 min. Order no. 200119-61 ($119.00).

Everyone from recent high school graduates to downsized executives is the target audience for this video. The key information presented deals with the techniques to acquire a job whether you are new to the work force or re-entering it. It profiles ways to use online databases to help in the job search.
**Suggested Use:** Job Search
**Other Use:** Career and Work Exploration

**Killing Us Softly 3: Advertising's Image of Women** (Video). Media Education Foundation (KIN), 2000. 34 min. Order no. 2504/0685 ($249.00).

Media critic Jean Kilbourne dissects advertising's portrayal of women in this videotaped lecture. As slides of ads flash behind her, Kilbourne points out subconscious messages about body image that the ads convey. Clips from commercials spanning a 30-year period show progressively stronger emphasis on women in violent, passive and sexual situations. This video will prompt discussions about the stereotypical portrayal of women in advertising. Teachers are advised to preview this video before viewing and to be aware that the video contains sensitive content.

**Suggested Use:** Life Roles
**Other Use:** English Language Arts 20; Psychology 20/30; Social Studies 20/ History 20

**Let's Talk About Sex** (Video). WLIW Channel 21 - Public Television (MCN), 1995. 28 min. No order number is required. ($95.00).

In this documentary, teenagers discuss how they really feel about sex. They discuss their anxieties, expectations, hopes and fears in an open and frank manner. The sensitive areas of masturbation, contraception, teen pregnancies, STDs and HIV testing are discussed.
**Suggested Use:** Human Sexuality; Sexual and Reproductive Health

**Life Skills Series** (Print-Non-Fiction). Please refer to the title: *Me & Jobs.*

**Lifechoices Series** (Print-Non-Fiction). Please refer to the titles: *Careers, Healthy and Well, Relationships* and *Venturing Out.*

**The Long Walk** (Video). National Film Board of Canada (NFB), 1998. 48 min. Order no. C9198 120 ($49.95).

(CAN, I/M) This video provides a moving look at Ken Ward in his role as an aboriginal activist in the fight against HIV/AIDS. As viewers follow his crusade to encourage aboriginal communities and individuals to deal with AIDS, they also see and learn about the tragedy of his own life. His cause and his story can serve as an inspiration to all Canadians. This is an excellent documentary that promotes tolerance and understanding.
**Suggested Use:** Community Issues and Ethics; Health Self-Care
**Other Use:** Canadian Studies

**Looking Out/Looking In: Interpersonal Communication. 1st Canadian ed.** (Print-Non-Fiction). Adler, Ronald B., Towne, Neil and Rolls, Judith A. Harcourt Canada Ltd. (NEL), 2001. 504 p. ISBN 0-15-506436-3 ($60.00 hdc.).

(CAN) *Looking Out/Looking In* raises questions that thoughtful communicators must answer as they decide how to treat each other. The implicit theme in this resource is that the best way to treat others is with respect and concern, but that one must also meet her/his own needs. The chapters include topics on interpersonal relationships, perception, emotions, communicating and managing interpersonal conflicts. This edition is illustrated with images created by artists from a wide range of eras and cultures. The original American content has been modified by the inclusion of Canadian examples. A detailed table of contents and an index are included.
**Suggested Use:** Relationships
**Other Use:** Psychology 20/30

**A Love That Kills** (Video). Documentary Productions Ltd. (NFB), 1999. 20 min. Order no. C9199 118 ($49.95).

(CAN) Monica, a young woman of 19, was murdered by her former boyfriend after years of emotional, physical and economic abuse. Since then her mother has attempted to educate young people about the warning signs of woman abuse. This is a powerful documentary that will help to generate discussion and action against abuse.
**Suggested Use:** Conflict in Relationships
**Other Use:** Law 30; Psychology 20/30

**Lucent Overview Series** (Print-Non-Fiction). Please refer to the titles: *Obesity* and *Teen Eating Disorders*.

**Male/Female Roles** (Print-Non-Fiction). Egendorf, Laura K., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2000. 186 p. ISBN 0-7377-0130-7 ($27.25 pbk.).

This book presents opposing viewpoints about changing gender roles and the effect these changes have on individuals, interpersonal relationships and society. The

questions debated are "How Are Gender Roles Established?" "Have Women's Roles Changed for the Better?, "Have Men's Roles Changed for the Better?" and "What Will Improve Male/Female Relationships?" A bibliography of periodical articles follows each chapter. A bibliography, a list of organizations to contact and an index are included.
**Suggested Use:** Life Roles
**Other Use:** Psychology 20/30

**Managing Your Anger** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V367. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Managing Your Anger* explores the difficulties teens face as they learn to control their anger while dealing with adolescent hormones, the pressures of grown-up responsibilities and the generalized anger of mass culture. Teens humourously outline their biggest pet peeves and learn to deal constructively with some of life's most common aggravating situations. Students are shown how to express anger in non-hurtful ways and let go of pent-up resentments through forgiveness and self-control.

Supporting print material is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Manon Rhéaume: Woman Behind the Mask** (Video). National Film Board of Canada (NFB), 2000. 47 min. Order no. C9100 066 ($49.95).

(CAN) In 1992, Manon Rheaume became the first woman to play professional hockey. The video provides an excellent portrayal of the trials and tribulations that Manon went through to accomplish her dream. Her later role as goalie for the women's Olympic team has been an inspiration to many women in sport.
**Suggested Use:** Life Roles
**Other Use:** Physical Education: Grades 6 to 9; Physical Education 20, 30; Wellness 10

**Marketplace: Teen Driver** (Video). Canadian Broadcasting Corporation (CBC), 1996. 30 min. Order no. V8M-95-06 ($115.00).

(CAN) The story of Kevin, a young man who causes the death of two friends while drinking and driving, is profiled. The emotional impact of the tragedy is strong as Kevin goes through the justice system, and the parents deal with their grief.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Driver Education

**Married & Single Life.** 6th ed. (Print-Non-Fiction). Riker, Audrey Palm and Brisbane, Holly E. Glencoe/McGraw Hill (MHR), 1997. 512 p. ISBN 0-02-643000-2 ($85.85 hdc.).

Many of the topics in the Life Transitions Curriculum are covered in this resource. Personal self-knowledge, skill development, relationships, married and single life, career planning and consumerism are studied. Emphasis is placed on the importance of setting personal goals and developing strong personal values. At the end of each chapter, suggested activities to enhance critical thinking, taking action and making decisions are listed. The colourful photographs, charts and case studies help to make this an appealing resource for high school students. The information is current. One drawback is the American content. The text includes a table of contents, a glossary and an index.
**Suggested Use:** Career Planning; Independent Living; Money Management; Parenting; Personal Self-Knowledge; Relationships

**Me & Jobs** (Print-Non-Fiction). Hooker, Almut and Hooker, Dennis. (Life Skills Series). Educational Design, Inc. (MON), 1994. 94 p. ISBN 0-87694-100-5 ($12.95 pbk.).

By first of all finding out about oneself and then about the various jobs available, one is ready to match person and job. This book provides many exercises to help students do just that. A section is also included on

applications and interviews. The book includes a table of contents.
**Suggested Use:** Career Planning; Career Self-Knowledge

**Money Smarts Learning Resource** (Print-Non-Fiction). Status of Women Office (SKG), 2000. 24 p. No order number is required. ($FREE booklet).

(CAN) The materials in this package are designed to educate and inspire young women to take control of their financial future through careful planning and decision making. They are also useful tools for young men, as they soon come to realize that the economic status of young women directly affects them as well.

The package includes *Money Smarts Learning Resource,* which provides a series of practical case studies and questions for group discussions.

It also contains a student booklet, *Control Your Financial Future,* which provides facts about women's particular financial concerns.

These materials were distributed to each high school in the spring of 2000, but more copies can be obtained from Saskatchewan Learning's Curriculum and Instruction Branch.
**Suggested Use:** Independent Living; Money Management

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer. The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Career Self-Knowledge
**Other Use:** All PAA Curricula

**Mutual Mania: The Mutual Fund Inve$tment Game** (Game). Competitive Edge Enterprises Inc. (CEEI), 1998. No order number is required. ($38.00).

(CAN) This Canadian board game has been designed to educate students about the need to purchase mutual funds and how to invest for the future. In a realistic simulation of the win/lose world of mutual fund investing, students try to maximize wealth through the shrewd buying and selling of the nine funds offered. *Mutual Mania* is suitable for two-to-six participants and may be played by two teams of four people. It can be a useful supplement, but also time consuming, as students may not want to quit playing the game. Included are all the necessary pieces and rules along with a teacher's guide.
**Suggested Use:** Money Management

**The Myth of the Perfect Body: Accepting Your Physical Self** (Video). Learning Seed Company (MCI), 1995. 21 min. Order no. 200050-61 ($129.00).

This program focuses on the pressures teens place on themselves to have the perfect body. Pressures come from family, peers and the media. Teens must learn to accept their individual body frames, focus on the positive, use their talents to their advantage and most of all—respect their bodies.
**Suggested Use:** Health Self-Care; Personal Self-Knowledge
**Other Use:** Psychology 20/30

**NetEffect Series** (Print-Non-Fiction). Please refer to the title: *Your Attitude Is Showing: A Primer of Human Relations.*

**Obesity** (Print-Non-Fiction). Akers, Charlene. (Lucent Overview Series). Lucent

Books, Inc. (SBC), 2000. 112 p. ISBN 1-56006-662-8 ($37.45 hdc.).

Although this book is American in content, it is written at a high school level and does provide a good overview to the topic. Following a discussion about the various definitions of obesity, the causes, consequences, treatment and prevention of obesity are addressed. The social issues revolving around obesity as well as the psychological aspects are discussed. Black-and-white photographs supplement the text. This would be an excellent resource for supplementary research. An index is included.
**Suggested Use:** Community Issues and Ethics; Health Self-Care
**Other Use:** Psychology 20/30

**On Relationships: A Book for Teenagers** (Print-Non-Fiction). Kirberger, Kimberly. (Teen Love Series). Health Communications, Inc. (ALL), 1999. 371 p. ISBN 1-55874-734-6 ($21.95 pbk.).

In this book, the co-author of the *Chicken Soup for the Teenage Soul Series* starts a new series that focuses on teen relationships. The book consists of a collection of letters, poems and personal stories that teens have written to express their experiences on love and relationships.
**Suggested Use:** Human Sexuality; Personal Self-Knowledge; Relationships
**Other Use:** Health Education: Grades 6 to 9

**One Survivor's Message: Don't Kill Yourself** (Video). Cooper Rock Pictures Inc. (KIN), 1997. 24 min. Order no. 2273/0930 ($155.00).

(CAN) This video focuses on the life of a young man who attempted suicide at age 16. At 22 he shares the events in his life leading up to the attempt, as well as his recovery.
**Suggested Use:** Community Issues and Ethics; Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Opposing Viewpoints Digests Series** (Print-Non-Fiction). Please refer to the titles: *Child Abuse* and *Teen Pregnancy*.

**Opposing Viewpoints Series** (Print-Non-Fiction). Please refer to the titles: *Addiction, Domestic Violence, Euthanasia, Human Sexuality, Male/Female Roles, Sexual Values* and *Sexual Violence*.

**The Other America Series** (Print-Non-Fiction). Please refer to the title: *Gay and Lesbian Youth*.

**Parenting: Rewards and Responsibilities. 6th ed.** (Print-Non-Fiction). Hildebrand, Verna. Glencoe/McGraw Hill (MHR), 2000. 656 p. ISBN 0-02-647385-2 ($58.99 hdc.).

This comprehensive text focuses on all aspects of parenting and helps students understand the related rewards and responsibilities. The text covers seven main topics: "Understanding Parenting," "Parenting Decisions," "Becoming a Parent," "Caring for an Infant," "Nurturing Children," "Guiding Children" and "Meeting Family Responsibilities." Each chapter includes a list of objectives, vocabulary and detailed chapter reviews. Colourful photographs, charts, graphs and diagrams contribute to a very appealing format. Included are a table of contents, a glossary and an index.
**Suggested Use:** Parenting

**Pathways Complete Program** (Print-Non-Fiction). Freeman, J. and Hutchinson, N. Nelson Thomson Learning (NEL), 1994. ISBN 0-17-604550-3 ($150.00 set).

(CAN) This series is designed to assist students in making the transition from school to adult life. The purpose is to enhance the employability of youth. The program consists of five modules designed to be used independently or together as a comprehensive program of career education. The themes covered include career awareness, employment writing skills, job interviews, problem solving and anger management. This workbook series provides excellent examples of self-motivational instruction with a great deal of hands-on activities.

The program overview presents additional background information as well as suggestions for various teaching strategies and evaluation techniques. Each book includes a table of contents.

The titles in this series include the following:

*Anger Management on the Job*
*Knowing About Yourself, Knowing About Careers*
*Program Overview*
*Solving Problems on the Job*
*Succeeding With the Interview*
*Succeeding With the Résumé and the Application.*
**Suggested Use:** Career Self-Knowledge
**Other Use:** Career and Work Exploration

**Peace Talks Series** (Video). Please refer to the titles: *Bridging Racial Divisions; Dealing With Bullies, Troublemakers, and Dangerous Situations; Drugs, Alcohol and Guns: Triggers to Violence; Handling Dating Pressures and Harassment; Handling Peer Pressure and Gangs; Managing Your Anger; Preventing Violence; Resolving Conflicts; Respecting Yourself and Others* and *Stepping Up to Peace.*

**Personal Time Management. 3rd ed.** (Print-Non-Fiction). Haynes, Marion E. (Crisp Fifty-Minute Series). CrispLearning (CRI), 2001. 110 p. ISBN 1-56052-585-1 ($19.95 pbk.).

This activity-orientated guide presents ways people can better manage their time. The format lends itself well to the decision-making approach. Topics covered include time management principles and techniques as well as how to save time via electronic innovations. Timesaving tips for travellers and the benefits of action planning are also discussed. The humourous black-and-white drawings enhance the text and activities. While the contents deal with the business and work environments, the concepts are universal enough to be used in the classroom.
**Suggested Use:** Time Management
**Other Use:** Entrepreneurship

**Perspectives on Healthy Sexuality Series** (Print-Non-Fiction). Please refer to the title: *Healthy Sexuality: What Is It?*

**Planning Series** (Print-Non-Fiction). Please refer to the title: *The Career Planner: Choosing an Occupation.*

**Playing the Game: How to Find Work Without Losing Your Mind** (Video). Open Learning Agency (OpLA), 1998. 26 min. No order number is required. ($34.95).

(CAN) Finding work is not always easy or fun, but this video provides information that should help make the search easier. The video gives an overview of the looking-for-work process including the future of work, the mental game of a work search, how to find work you like, gaining experience through volunteering, networking, the do's and don'ts of the résumé and interview, and how to deal with rejection.
**Suggested Use:** Career Planning; Job Search
**Other Use:** Career and Work Exploration

**Playing With Fire: Creative Conflict Resolution for Young Adults** (Print-Non-Fiction). Fine, Nic and Macbeth, Fiona. New Society Publishers (NSP), 1995. 172 p. ISBN 1-55092-257-2 ($24.95 pbk.).

In an activity-based format, this resource is a guide aimed at professional trainers in the youth service. Through the exercises provided, students are given the opportunity to explore situations of conflict and potential violence, practise skills for dealing with them, and rehearse possible strategies and techniques for future use. *Playing With Fire* offers many interesting, useful activities. Included is a table of contents.
**Suggested Use:** Conflict in Relationships; Teacher Reference

**The Power to Prevent Suicide: A Guide for Teens Helping Teens** (Print-Non-Fiction). Galas, Judith C. and Nelson, Richard E. Free Spirit Publishing, Inc. (MON), 1994. 125 p. ISBN 0-915793-70-9 ($21.95 pbk.).

This book provides various ideas on what students as individuals and groups can do to become suicide preventors. Part One explores why someone might want to die, what students need to know about suicidal people, what warning signs to look for, and who is likely to be at risk. Part Two guides students through the steps of helping a troubled friend. Part Three lists resources such as books, crisis centres, community resources and national organizations that can provide students with more information about suicide. This is an excellent resource for a class that is concentrating on suicide as an issue in its school or community. Included are a table of contents and an index.
**Suggested Use:** Community Issues and Ethics

**Preventing Violence** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V365. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Preventing Violence* presents a powerful profile of the types of violence teenagers face today and the emotional toll it is taking on their lives. Personal stories are intercut with lively discussions on violence prevention. Practical strategies for avoiding and reducing violence emerge as students learn the importance of predicting consequences, cooling down and walking away.

Supporting print is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Psychology for Teenagers Series** (Print-Non-Fiction). Please refer to the title: *Girls Are Equal Too: How to Survive: For Teenage Girls.*

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Career Self-Knowledge
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**The Real Game Series** (Kit). Please refer to the titles: *The Be Real Game Facilitator's Kit - High School Edition Grades 9/10; The Get Real Game: Facilitator's Kit* and *Real Times, Real Life: Facilitator's Kit.*

**Real People: Violence in the Family** (Video). Sunburst Communications (SUN), 1997. 33 min. Order no. 2642-03 ($139.95).

Physical abuse, emotional abuse, cycle of violence, impact on children, breaking the chain, coping and resources for getting help are the main topic areas of this video. Viewers learn that the generational cycle of abuse can be broken. Starting points for healing are offered.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships

**Real People: Violence Prevention: Don't Be a Victim** (Video). Sunburst Communications (SUN), 1999. 28 min. Order no. 2946-03 ($139.95).

This video presents specific strategies for keeping safe at school, on the street and on the Internet. The program interweaves on-screen comments by teens about the workshop experiences they have had with expert advice on how to stay safe.

A teacher's guide accompanies the video.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Psychology 20/30

**Real People: What Is Hate All About?** (Video). Sunburst Communications (SUN), 1998. 24 min. Order no. 2830-03 ($139.95).

This program addresses hate as a problem for adolescents and provides a beginning point of reference for young people to understand the phenomena of racism, homophobia and inter-group hostility due to disability, religion, national origin and gender. The technique of showing real teens talking about hate combined with experts discussing the issue is very effective.

A teacher's guide accompanies the video.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Psychology 20/30

**Real People: When I Say Stop, I Mean Stop!** (Video). Sunburst Communications (SUN), 1998. 25 min. Order no. 2833-03 ($139.95).

This fast-paced program addresses the issue of using assertiveness in the sexual arena. It defines sexual harassment, explains the difference between flirting and harassing and assures viewers that they have a right to respond negatively to sexual pressure. It also provides advice on saying *no* to someone a person cares about without offending that person. Contemporary music and appealing graphics enliven the program.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Real Times, Real Life: Facilitator's Kit. Adult ed.** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW), 1997. Order no. RT 1010 ($185.00 kit).

(CAN) Although it is aimed at adults who have finished Grade 12, much of this kit has application to high school students. The emphasis of this resource is on helping young people to deal with the problems encountered when making the transition from school to work and into a fulfilling career. The role-playing activities allow them to gain an increased knowledge of their assets and transferable skills. This in turn allows the participants to understand the immediate work and educational options available to them. With this knowledge, young people are better equipped to position themselves for their preferred long-term life and work goals. The changing world of work, the pink slip, personal exploration, and me and my job are just a few of the topics addressed in the kit.
**Suggested Use:** Career Self-Knowledge; Job Search
**Other Use:** Career and Work Exploration

**Rebel, Rogue, Mischievous Babe: Stories About Being a Powerful Girl** (Print-Non-Fiction). Azam, Sharlene. HarperCollins Canada Ltd. (HCP), 2001. 272 p. ISBN 0-00-638604-0 ($19.95 pbk.)

(CAN) This excellent resource examines several issues that young women face (e.g., body image, sexuality, violence) and uncovers the myths that teens are asked to believe. In addition, there are over 50 personal essays by girls and young women from across Canada. The short articles would be very useful as discussion openers for journal response.

Careful screening of this resource is essential to ensure that it meets with local material selection policy criteria.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Relationships** (Print-Non-Fiction). Campbell, Judith. (Lifechoices Series). Pearson Education Canada (PRN), 1996. 120 p. ISBN 0-13-242173-9 ($19.75 pbk.). Teacher's Guide - ISBN 0-13-242181-X ($61.25 spiral-bound).

(CAN) This highly attractive resource contains a collection of articles, quizzes, case studies, current statistics, charts, graphs and more. The information presented focuses on the concerns and issues about relationships including why they are important in our lives, how to start one and keep it going, how to make relationships work better and how to cope with changes in a relationship. Included is a table of contents.

The teacher's resource provides a detailed outline of the concepts and sub-concepts covered in the resource. Background information and related teaching/learning activities are also described. A glossary of terms is provided.
**Suggested Use:** Relationships
**Other Use:** Psychology 20/30

**The Relaxation & Stress Reduction Workbook. 5th ed.** (Print-Non-Fiction). Davis, Martha, Eshelman, Elizabeth Robbins and McKay, Matthew. New Harbinger Publications (RAI), 2000. 294 p. ISBN 1-57224-214-0 ($31.95 pbk.).

This resource offers a simple, concise and step-by-step approach to learning several stress reduction techniques. Following a general discussion about stress, the majority of the book examines the different sources of stress and how to relieve them. In a workbook approach, techniques are offered for breathing, meditation, visualizing, time management, nutrition and exercise. Several drawings, charts and tables supplement the information. An index is included.
**Suggested Use:** Life Balance
**Other Use:** Psychology 20/30; Wellness 10

**Resolving Conflicts** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V366. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Resolving Conflicts* examines the reasons why so many teen disagreements turn into conflicts and fights. Teens learn the importance of good communication skills in resolving conflicts and ways to diminish conflicts before they become violent. Real-life confrontations are de-escalated when teens respect each others feelings and learn to assert themselves in nonthreatening ways.

Supporting print is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Respecting Yourself and Others** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V369. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Respecting Yourself and Others* examines both the humour and pain inherent in the put-downs and status games that typify so many teenage relationships, and reveals how they can easily move from innocent fun to hurtful attacks–particularly when used against different social, racial or ethnic groups. The discussion centres on how to handle perceived disrespect in potentially violent situations and how a positive self-image can provide the confidence and composure to ignore insults and walk away from threatened violence.
Supporting print is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Rewarding Employment: How to Get a Really Good Job** (Video). Visual Education Centre (VEC), 1995. 18 min. Order no. 47181 ($140.00).

In a very up-beat presentation, students are given tips on successful job hunting. These tips include making sure you have support from home, keeping your life in balance, doing research on the company you are interested in, thinking about what you will say at the interview, thinking about your questions, relaxing and follow-up suggestions. Role-playing situations are presented.
**Suggested Use:** Job Search
**Other Use:** Career and Work Exploration

**The Road You Take Is Yours** (Video). James Brodie Productions Inc. **(MGR)**, 1994. 19 min. Dup. order no. V2.

People labelled "mentally retarded" have been excluded, up until recently, from enjoying full participation in community life. The philosophy espoused in this program calls upon the persons with the disabilities to see themselves as agents of change. The human service professional becomes a facilitator who helps the labelled person articulate his/her goal, become aware of what options are available and to build a network of support. *The Road You Take Is Yours* presents several stories of change including finding a new job, learning to live independently, getting married and reuniting lost family members. Each story begins at a point of transition, where a long-felt desire for change surfaces, is articulated and a course of action charted. By following an individual's life over a brief stretch of time the viewer witnesses the process of planning and accomplishing a particular set of goals. The screen personae serve as role models for the viewers who may be facing the same dreams, decisions and challenges in their lives. The video is primarily aimed at people with an intellectual disability who may have limited literacy skills, minimal education and little exposure to videos addressing them directly. The video's primary purpose is to inspire enthusiasm for the future by showing how goal setting, planning and enlisting the support of other people can help a person achieve his/her goals.
**Suggested Use:** Relationships

**Ryan White Talks to Kids About AIDS** (Video). Films for the Humanities & Sciences (KIN), 1995. 28 min. Order no. 1998 ($144.00.).

In this Phil Donahue special, 16-year-old Ryan White tells his story of living with the AIDS virus. He was infected with HIV by contaminated blood products. Ryan answers questions from teens and preteens with sincerity and honesty. His positive attitude is very inspirational. Ryan died at age 18.
**Suggested Use:** Community Issues and Ethics; Personal Self-Knowledge; Sexual and Reproductive Health

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Schizophrenia: Reaching Out (The Importance of Early Treatment)** (Video). British Columbia Schizophrenia Society **(MGR)**, 2000. 22 min. Order no. V613. Teacher's Guide - Order no. G613. ($FREE loose-leaf).

(CAN) In this program, a team of presenters, consisting of persons who have schizophrenia, family members and mental health professionals share their personal stories and experiences with a very complex disease of the brain called schizophrenia. Those directly affected provide vivid and detailed evidence of how an imbalance in their brain chemistry can cause them to experience perceptual changes in what they see, hear, taste, touch or smell. They explain, as well, how this different reality and sense of self makes it very difficult for them to explain to others what they feel and think and consequently they are often not believed or understood. The outcome is generally that these persons begin to increasingly isolate themselves and become more and more suspicious. Street drugs and alcohol can trigger the symptoms in those persons who are genetically or otherwise predisposed to it. The program goes on to describe that

medications, called neuroleptics, can correct the biochemical imbalance allowing persons to live a more normal life.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Health Education: Grades 6 to 9; Psychology 20/30

**School to Work: Essential Skills** (Video). Sunburst Communications (SUN), 1998. 37 min. Order no. 2589-03 ($139.95).

This program is designed to give young people an overview of the basic skills and personal qualities required in the workplace. Part I covers the personal qualities that employers are looking for, and Part II deals with the basic skills needed in the workplace. These skills may appear to be obvious, but students will see the application of what they learn in math and English classes. Part III looks at the thinking skills that workers use on the job including creative thinking, visualization, decision making, problem solving and reasoning.

A teacher's guide accompanies the video.
**Suggested Use:** Career Self-Knowledge
**Other Use:** Career and Work Exploration

**School to Work: Workplace Basics** (Video). Sunburst Communications (SUN), 1998. 34 min. Order no. 2856-03 ($139.95).

This video will give students an understanding of the vital ways in which school prepares them for success in the world of work. The main competencies that are stressed include the concept of systems, how the system is kept running through managing resources, and the importance of interpersonal skills.
**Suggested Use:** Career Self-Knowledge
**Other Use:** Career and Work Exploration

**Self-Counsel Series** (Print-Non-Fiction). Please refer to the title: *Simply Essential Personal Budgeting Kit.*

**Self-Discipline: Using Portfolios to Help Students Develop Self-Awareness, Manage Emotions and Build Relationships** (Print-Non-Fiction). Kerr, Rob. Pembroke Publishers Limited (PPL), 1999. 120 p. ISBN 1-555138-104-4 ($18.95 pbk.).

(CAN) Several excellent exercises are contained in this resource where students encounter real-life situations. The first chapter provides background on using portfolios in these situations and then deals with self-awareness, managing emotions, building relationships and proof of growth. The layout is very teacher friendly as each exercise is on a two-page spread and is concise in its makeup. An index is included.
**Suggested Use:** Personal Self-Knowledge; Relationships
**Other Use:** Psychology 20/30

**Sexual Harassment** (Print-Non-Fiction). Gerdes, Louise I., ed. (Current Controversies Series). Greenhaven Press (SBC), 1999. 222 p. ISBN 0-7377-0067-X ($42.60 hdc.).

The concept of presenting conflicting points of view on a current issue is used successfully in this resource that deals with sexual harassment. The opening chapter presents arguments on whether sexual harassment is a problem in society. Each of the viewpoints is presented in short articles written by different authors. The causes, ways of reducing sexual harassment and the legal definitions are also discussed. Because this is an American resource, the last section on legal aspects may be of limited use. An index is provided.
**Suggested Use:** Conflict in Relationships

**Sexual Harassment: A Question of Power** (Print-Non-Fiction). Guernsey, JoAnn Bren. Lerner Publications (LEP), 1995. 96 p. ISBN 0-8225-2608-5 ($19.93 U.S. hdc.).

The author examines what constitutes sexual harassment in school, in the workplace and in everyday life. Through actual case studies, readers learn what action victims can take. The author also addresses the progress being made in reducing sexual harassment. This book includes a table of contents, a bibliography and an index.
**Suggested Use:** Conflict in Relationships

**Sexual Harassment and How to Stop It** (Video). Sunburst Communications (SUN), 1995. 28 min. Order no. 2562-RG ($139.95).

Sexual harassment in the high schools is an ever increasing concern. In this video, teens attend a workshop facilitated by older peers. The definition and various forms of sexual harassment, prevention and follow-up steps are discussed and role played. Harassment of both genders is addressed.
**Suggested Use:** Conflict in Relationships

**Sexual Values** (Print-Non-Fiction). Cozic, Charles P., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 1995. 286 p. ISBN 1-56510-211-8 ($42.60 hdc.). ISBN 1-56510-210-X ($27.25 pbk.).

The intent of this teacher resource is to help readers become more intelligent and discriminating consumers of information. It uses magazines, journals, books, newspapers, statements and position papers from a wide range of individuals and organizations. Teacher guided discussion activities are designed to help students develop basic reading and thinking skills. The purpose of this series is to present balanced, often difficult-to-find viewpoints on complex and sensitive issues. This anthology of opposing viewpoints attempts to deal with important areas in its inquiry into today's values. The topics include "Is Sex Eroding Moral Values?," "How Should Society Regard Gays and Lesbians?," "Is Pornography Harmful?," "What Sexual Values Should Children Learn?" and "Is Sexual Behavior Changing in America?" This book requires that the reader have a relatively broad knowledge base before studying it. A bibliography of periodical articles follows each chapter. A bibliography, a list of organizations to contact and an index are included.
**Suggested Use:** Human Sexuality; Teacher Reference

**Sexual Violence** (Print-Non-Fiction). Williams, Mary E. and Roleff, Tamara L., eds. (Opposing Viewpoints Series). Greenhaven Press (SBC), 1997. 204 p. ISBN 1-56510-559-1 ($27.25 pbk.).

An excellent resource from the *Opposing Viewpoints Series*, this title looks at the arguments surrounding sexual assault. Areas covered include causes, the seriousness of the problem, ways society deals with the victim and action being taken to reduce the problem. Some of the issues debated include whether rap music and pornography cause sexual violence, whether the battered woman syndrome is a valid defense and whether sexual predator laws reduce sexual violence. This is an American resource so some of the laws and examples may not apply, but the process of examining both sides of the issue is valid. Included are an index, a bibliography and a list of organizations to contact.
**Suggested Use:** Conflict in Relationships

**Simply Essential Personal Budgeting Kit. 1st ed.** (Print-Non-Fiction). Lim, Sylvia S. (Self-Counsel Series). International Self-Counsel Press (SEL), 2001. 84 p. ISBN 1-55180-351-8 ($15.95 pbk.).

(CAN) Using a very practical approach, this resource offers excellent advice to students about how to manage their finances. Information is provided on the why and how of budgeting as well as how to manage spending, debt and savings. Several worksheets are provided in print and also on the enclosed disk. A glossary is included.
**Suggested Use:** Money Management

**Skills for Healthy Relationships: A Program About Sexuality, AIDS and Other STD** (Kit). Queen's University **(MGR)**, 1993. 56 min. Dup. order no. V8883. **(LRDC)** - Teacher's Resource - Order no. 1382 ($17.50 loose-leaf).

(CAN) This one-hour program focuses on sexuality, HIV/AIDS and other STDs. Its comprehensive approach to these topics includes teaching strategies for cooperative learning, peer leaders, role playing, video scenarios and parent involvement. The four units include information about AIDS/STDs, responsible behaviour related to abstinence, responsible behaviour and safer sex, and health-enhancing supports. Emphasis is placed on skill development, peer support for responsible behaviour and parent involvement.

The teacher's resource package includes 23 activities that may be completed in a variety of ways and five additional activities recommended for completion with the students' parents or guardians.
**Suggested Use:** Health Self-Care; Human Sexuality; Sexual and Reproductive Health
**Other Use:** Health Education: Grades 6 to 9

**Skills for Living** (Print-Non-Fiction). Parnell, Frances Baynor. Goodheart-Willcox Publisher (NEL), 2001. 752 p. ISBN 1-56637-774-9 ($88.50 hdc.).

This comprehensive resource provides information on a wide range of topics that will prepare students to be successful in today's world as well as in the future. Moving from personal self knowledge, to family, to managing finances, food, clothing and housing needs, the book presents various skills needed for successful living. The numerous coloured pictures, charts, and bold headings make this an attractive resource. The American information will need to be supplemented by Canadian data. Included are a table of contents, a glossary and an index.
**Suggested Use:** Independent Living; Money Management; Personal Self-Knowledge

**Slim Hopes: Advertising & the Obsession With Thinness** (Video). Media Education Foundation (KIN), 1995. 30 min. Order no. 8939/0685 ($209.00).

Jean Kilbourne lectures about advertising's emphasis on female physical perfection. Included are numerous stills and excerpts from video ads to illustrate her argument that this advertising focus leads to young girls dieting, developing eating disorders and getting breast implants. *Slim Hopes* offers a new way to think about life-threatening eating disorders, and it provides well-documented critical viewpoints on the social impact of advertising. The video concludes with positive images that should be projected today for all women.
**Suggested Use:** Health Self-Care; Personal Self-Knowledge

**Spare Time, Spare Cash: Teens Talking About Gambling** (Video). AADAC (KIN), 1996. 23 min. Order no. 3871/0173 ($119.00). Discussion Guide - No order number is required. ($20.00 spiral-bound).

(CAN) In this three-part program, a teen is captured by a computer and is told that he cannot escape until he learns about gambling. He is transformed into a computer image and poses questions regarding gambling to numerous teens. In Segment One "The Bet" (seven minutes), teens discuss what gambling is and what types of gambling there are. In Segment Two "Motives and Win/Lose" (eight minutes), they discuss the reasons for gambling, the role of competition and feelings involved with winning and losing. In Segment Three "Problems/Concerns" (eight minutes), teens discuss the positive and negative sides of gambling and what happens when gambling becomes a problem.

A well-organized discussion guide accompanies the video.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Health Education: Grades 6 to 9

**STD's: Straight Talk Revised. Rev. ed.** (Video). Image Media Ltd. (AGCP), 1996. 20 min. Order no. 8060CP ($95.00 U.S.).

(CAN) This program covers all facets of six sexually transmitted diseases, including causes, symptoms and potential effects if left untreated. Treatment and prevention procedures are covered.
**Suggested Use:** Health Self-Care; Sexual and Reproductive Health

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www15.hrdc-drhc.gc.ca/awm/default.asp
**Suggested Use:** Career Self-Knowledge; Teacher Reference
**Other Use:** All PAA Curricula

**Stepping Up to Peace** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V375. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

*Stepping Up to Peace* focuses on the role of community in teenagers' lives and how developing a strong sense of community can be a powerful way to reduce violence. The ethical basis of community spirit is explored as teens decide whether or not to help a stranger in need. Teens learn that compassion, tolerance and respect are the cornerstones of any community, and they discover ways to use these values to create stronger communities in their schools and neighbourhoods.

Supporting print material is available from Media Group.
**Suggested Use:** Conflict in Relationships
**Other Use:** Health Education: Grades 6 to 9

**Stop It! Students Speak Out About Sexual Harassment** (Video). Films for the Humanities & Sciences Inc. (KIN), 1996. 17 min. Order no. AGR6169 ($144.95).

Male and female teenagers present their definitions of sexual harassment and discuss the effect sexual harassment has had on their lives. An educational equity consultant provides additional information on the issues. Victims give advice on steps to follow if someone is sexually harassed. This program is designed to stimulate discussion among students, faculty and staff.
**Suggested Use:** Conflict in Relationships

**Straight Talk About Teenage Pregnancy** (Print-Non-Fiction). Edelson, Paula. Facts On File, Inc. (ERD), 1999. 136 p. ISBN 0-8160-3717-5 ($38.29 hdc.).

In this straightforward resource, students are presented with facts, options and case studies. With this knowledge base, students will be able to make a more informed decision. Some of the areas dealt with include responsible sexual behaviour, the consequences of teenage pregnancy, ways to avoid it and methods for coping with it. Although it is an American resource, Canadian agencies are also listed for further information. An index is included.
**Suggested Use:** Community Issues and Ethics; Human Sexuality; Relationships

**Straight Talk About Today's Families** (Print-Non-Fiction). Presma, Frances and Edelson, Paula. Facts On File, Inc. (ERD), 1999. 136 p. ISBN 0-8160-3905-4 ($38.29 hdc.).

The family structure has changed dramatically over the last few years, and this resource provides excellent background information to help students understand the changes that have occurred. The book is specifically aimed at teenagers who are living in a nontraditional family arrangement. It provides very practical advice on the benefits and problems that may exist. An index is included.
**Suggested Use:** Parenting
**Other Use:** Psychology 20/30

**The Struggle to Be Strong: True Stories by Teens About Overcoming Tough Times** (Print-Non-Fiction). Desetta, Al and Wolin, Sybil, eds. Free Spirit Publishing, Inc. (MON), 2000. 179 p. ISBN 1-57542-079-1 ($24.95 pbk.).

In this collection of first-person accounts, several teens discuss the problems that they have faced and overcome using resilience. The problems range from abuse and AIDS to dating, depression, sexuality and body image. Each of the stories is short, easy to read and contains questions for further reflection at the end. An index and a glossary are included.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Student Workshop: Anger-Management Skills** (Video). Sunburst Communications (SUN), 1999. 40 min. Order no. 2812-03 ($169.95).

Designed as a workshop to teach anger management skills to adolescents, this video centres around eight high school students and their guidance counsellor as they go on a weekend retreat for the purpose of studying anger and how to deal with it. In three parts, the program addresses anger triggers and cues, anger styles and consequences, and dealing with anger.

The accompanying print material includes information sheets, exercises, activities and directed role plays.
**Suggested Use:** Conflict in Relationships
**Other Use:** Psychology 20/30

**A Student's Survival Guide to University & College: All You Ever Needed to Know About How to Be Successful at University or College. Rev. ed.** (Print-Non-Fiction). Pappas, Ernie. Pappas, Ernie (PNI), n.d. 54 p. ISBN 0-9682627-0-8 ($6.00 coil-bound).

(SK) This resource is a highly readable, humourous and practical guide for high school students about to enter a post-secondary institution. In addition to the usual information on study skills and hints on writing exams and essays there are, as the author states, "some biased opinions on a number of concerns." These concerns include safety at college, living in residence, jobs and school grades, and a special message to parents. A former guidance counsellor from Regina, the author has shared valuable hints for students. Included is a detailed table of contents.
**Suggested Use:** Career Self-Knowledge; Career Services and Supports; Personal Self-Knowledge

**Succeeding in the World of Work. 6th ed.** (Print-Non-Fiction). Kimbrell, Grady and Vineyard, Ben S. Glencoe/McGraw Hill (MHR), 1998. 555 p. ISBN 0-02-814219-5 ($78.16 hdc.).

This general resource provides introductory information to most areas of career and work exploration. Although it is American in content, some of the areas such as self-assessment, exploring careers, finding a job, job skills and life skills can be applied to the Canadian situation as well. Areas that deal with topics such as occupational health and safety, labour standards and taxes would have to be supplemented by Canadian information. The book is very well laid out with colour photographs, lists of chapter objectives, summaries and questions for further investigation. An index and a glossary are included.
**Suggested Use:** Career Planning; Job Search
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9

**Suicide: A Guide to Prevention** (Video). NoodleHead Network (MCI), 1998. 24 min. Order no. 353600 ($139.00).

This video focuses on the critical information that potential teen suicide victims almost always reveal their intentions to at least one person. *Suicide: A Guide to Prevention* was produced to help take the guesswork out of intervening by showing teens how to recognize warning signs and what to do about them. Clear messages from two young people who attempted suicide reinforce the strong message given.

The leader's guide gives clear cautionary notes to heed before showing the video.
**Suggested Use:** Community Issues and Ethics; Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Take the Red Road** (Video). Birdsong Communications (BIRD), 2000. 18 min. No order number is required. ($100.00).

(I/M, SK) This video features youth talking to youth about making the right choices in life that would lead them away from crime, gangs, violence, fear and uncertainty. Youth are seen incorporating traditional aboriginal models of behaviour and values such as using the talking circle, elder guidance and traditional singing as a source of support. The content supports many Common Essential Learnings and may be used to supplement a variety of themes and issues.

The accompanying facilitator's guide provides an excellent source of background information and teaching ideas.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Native Studies 10

**Taking Charge of My Mind & Body: A Girls' Guide to Outsmarting Alcohol, Drug, Smoking, and Eating Problems** (Print-Non-Fiction). Folkers, Gladys and Engelmann, Jeanne. Free Spirit Publishing, Inc. (MON), 1997. 199 p. ISBN 1-57542-015-5 ($22.95 pbk.).

This timely resource provides information for adolescent girls about the use of alcohol, drugs, smoking and dealing with body image as it relates to eating disorders. Interspersed with testimonials from teens, checklists and interesting facts, this straightforward resource presents ways for girls to change their thinking and to make different choices about how they treat their bodies and minds. Included are a table of contents and an index.
**Suggested Use:** Community Issues and Ethics; Personal Self-Knowledge

**Talk With Teens About Self and Stress: 50 Guided Discussions for School and Counseling Groups** (Print-Non-Fiction). Peterson, Jean Sunde. Free Spirit Publishing, Inc. (MON), 1993. 181 p. ISBN 0-915793-55-5 ($35.95 pbk.).

This resource provides guided discussion topics for a teacher to use with a small group of teens. Through these group sessions, teens gain self-awareness, and that, in turn, helps them to make better decisions, solve problems and deal more effectively with their environment. Students are given the opportunity to put their thoughts and feelings into words. Discussions are intended to be open-ended. Three main topics are covered: the self, the self and others and stress. Included are a table of contents and an index.
**Suggested Use:** Life Balance; Personal Self-Knowledge; Teacher Reference

**Teen Alcoholism** (Print-Non-Fiction). Egendorf, Laura K., ed. (Contemporary Issues Companion Series). Greenhaven Press (SBC), 2001. 138 p. ISBN 0-7377-0682-1 ($27.25 pbk.).

This series of books does an excellent job of presenting current information in a user friendly approach. In a series of short articles, several elements of teen alcoholism are presented. The causes are examined in articles dealing with parents, societal attitudes and advertising. The effects of teenage drinking and the solutions are also dealt with in several articles. Conflicting arguments are usually given for each topic. An index is provided.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**Teen Dads' Point of View** (Video). (Teenage Pregnancy Series: From Both Sides). Cambridge Business Education (KIN), 1994. 30 min. Order no. CCP-0209V ($124.95 U.S.).

In this video, viewers observe teen pregnancy from the father's perspective. In an informal discussion style, several males talk about their attitudes toward sex, pregnancy and fatherhood. They discuss their involvement

as new fathers and the importance of developing good parenting skills. Interviews with professionals provide additional information.
**Suggested Use:** Parenting

**Teen Dads: Rights, Responsibilities and Joys** (Print-Non-Fiction). Lindsay, Jeanne Warren. Morning Glory Press (MGP), 2001. 223 p. ISBN 1-885356-68-4 ($9.95 U.S. pbk.).

This resource is an excellent guide for teen dads. The book covers topics from pregnancy, responsibilities and rights to several aspects of parenting. It contains letters and comments from actual fathers. Included are a table of contents, an annotated bibliography and an index.
**Suggested Use:** Parenting

**A Teen Eating Disorder Prevention Book Series** (Print-Non-Fiction). Rosen Publishing Group (SBC), 1999. Order numbers follow.

Recommended titles in this series include the following:

*Understanding Bulimia Nervosa*
ISBN 0-8239-2878-0 ($32.35 hdc.)
*Understanding Negative Body Image*
ISBN 0-8239-2865-9 ($32.35 hdc.)
*Understanding Recovery from Eating Disorders*
ISBN 0-8239-2884-5 ($32.35 hdc.).

This excellent series of books has been written specifically for high school students, and it offers very practical and concise information. The authors have provided psychological reasons to help readers understand the problem in each of these titles. While the presentation is not glossy or illustrated, the text is easy to read, and key points are presented in highlight boxes. An index and a glossary are included.
**Suggested Use:** Health Self-Care; Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Teen Eating Disorders** (Print-Non-Fiction). Vollstadt, Elizabeth Weiss. (Lucent Overview Series). Lucent Books, Inc. (SBC), 1999. 112 p. ISBN 1-56006-516-8 ($37.45 hdc.).

In this straightforward, high school oriented book, the author has put together an excellent source of information on a very pressing teen issue. A definition of eating disorders is presented with a discussion on the causes, treatment and prevention. A special emphasis is placed on the influence of the media. The text is easy to read and the use of photographs and cartoons supplements the key points. An index and a glossary are included.
**Suggested Use:** Health Self-Care
**Other Use:** Psychology 20/30

**Teen Love Series** (Print-Non-Fiction). Please refer to the title: *On Relationships: A Book for Teenagers.*

**Teen Pregnancy** (Print-Non-Fiction). Hurley, Jennifer A. (Opposing Viewpoints Digests Series). Greenhaven Press (SBC), 2000. 96 p. ISBN 0-7377-0366-0 ($37.45 hdc.).

The standard "opposing viewpoints" format offers an excellent introduction to psychologically sound, critical thinking skills. For example, in the section related to the causes of teen pregnancy, many elements are considered – social, familial, economic, media and gender stereotypes. The text is easy-to-read and the use of charts, photographs and cartoons adds to the book's appeal. It will be necessary to supplement the book with Canadian information since the statistics in the appendices are American. An index is included.
**Suggested Use:** Community Issues and Ethics; Sexual and Reproductive Health

**Teen Suicide** (Print-Non-Fiction). Roleff, Tamara L., ed. (At Issue Series). Greenhaven Press (SBC), 2000. 108 p. ISBN 0-7377-0327-X ($23.85 pbk.)

In this anthology, several authors have contributed articles and viewpoints connected

to the issue of teen suicide. Not only will students get an excellent grounding in the issue, but the book also encourages critical thinking skills. Most of the articles examine the causes of teen suicide. Conflicting viewpoints are given on whether homosexuality, guns, substance abuse or heavy metal music are contributing factors. Each of the short articles is well researched and documented. An index is included.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**Teenage Pregnancy Series: From Both Sides** (Video). Please refer to the title: *Teen Dads' Point of View.*

**Teens and Gambling: Who Wins?** (Print-Non-Fiction). Haddock, Patricia. (Issues in Focus Series). Enslow Publishers, Inc. (NBS), 1996. 112 p. ISBN 0-89490-719-0 ($29.83 hdc.).

In an easy-to-read, matter-of-fact way, this book explores the benefits and risks involved in gambling. The book describes the behaviours related to gambling and makes clear distinctions between those behaviours that are healthy and those that are not. It addresses casinos on reservations and deals honestly with the laws governing them and the economic benefits the reservations experience. This is an American resource; therefore, not all laws apply in Canada. This resource includes a table of contents, glossary, a bibliography and an index.
**Suggested Use:** Community Issues and Ethics

**Ten Easy Ways to Keep Your Job** (Video). Human Relations Media/HRM Video (HURM), 1994. 28 min. Order no. 127 ($141.75 U.S.).

Patterned after a late-night talk show, this video introduces students to 10 ways they should use to keep their jobs. Each step is given and then work situations are shown to see how these steps can be applied. Guests on the show, a career consultant and a human resource executive give ideas from the employer's perspective.

A worthwhile guide accompanies the video.
**Suggested Use:** Career Planning; Job Search

**10 Golden Rules for the Workplace** (Video). Irene M. Ward & Associates (PDA), 1998. 25 min. Order no. TGR719 ($195.00 U.S.).

In this video, the basic traits of good work habits are profiled. While many of the examples may appear to be too obvious, it is sometimes the obvious that needs to be restated. The use of humour and animation help with the program's delivery.
**Suggested Use:** Career Self-Knowledge
**Other Use:** Career and Work Exploration

**Thinking Positive** (Video). National Film Board of Canada (NFB), 1993. 24 min. Order no. 9193 015 ($49.95).

Rural and small-town teenagers often think of HIV/AIDS as a big-city disease, a disease that "regular" kids cannot catch. This documentary addresses their very real risks for becoming HIV-positive or "getting AIDS." Trudy, a young woman who is HIV-positive, speaks candidly to high school students about her experience. Her audience discusses feelings, actions, values and how small-town lifestyles affect sexual behavior. This is a strong AIDS awareness message for all members of the community, but especially for teenagers.
**Suggested Use:** Community Issues and Ethics; Health Self-Care

**Through a Blue Lens** (Video). National Film Board of Canada (NFB), 1999. 53 min. Order no. C9199 117 ($49.95).

(CAN) The images are powerful and the language is course, but the effect of this video is moving. Seven police officers, who patrol Vancouver's Downtown Eastside district, began to document the lives of drug addicts on their beat. Using these videos, the officers have gone into schools with a strong anti-drug message. Not only is this video a powerful and effective educational tool concerning the perils of drug use, but it also relays a compassionate image of the addicts themselves.

Previewing is essential before classroom use.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Law 30; Psychology 20/30

**Today's Teen. 6th ed.** (Print-Non-Fiction). Kelly-Plate, Joan and Eubanks, Eddye. Glencoe/McGraw Hill (MHR), 2000. 703 p. ISBN 0-02-642799-0 ($80.67 hdc.).

This resource takes a comprehensive look at many of the issues facing teens today. These issues include self-discovery, relationships, resources to manage, housing, clothing and food. The information presented is well organized and is visually reinforced with cartoons, drawings, charts and coloured photographs. Included are a table of contents, a glossary and an index.
**Suggested Use:** Independent Living; Money Management; Personal Self-Knowledge; Relationships; Time Management

**Tough Guise: Violence, Media and the Crisis in Masculinity** (Video). Media Education Foundation (KIN), 1999. 40 min. Order no. 2505/0685 ($249.00).

*Tough Guise* is an educational video geared to encourage students to examine systematically the relationship between images of popular culture and the social construction of masculine identities at the dawn of the 21st Century. The video is extensively illustrated with examples taken from popular culture, ranging from Howard Stern to Stone Cold Steve Austin, from *Good Will Hunting* to *Boyz 'N the Hood*, from Garth Brooks to hip hop styles. This look into the nature of masculinity offers thought-provoking perspectives into the school tragedies at Columbine and elsewhere, as well as what the crises of masculinity mean to today's young women. Careful consideration needs to be given before showing this video to students. It contains references to both sexual and violent situations, and it may be considered offensive. Teachers should consult their local selection policy before using this with a class.
**Suggested Use:** Life Roles
**Other Use:** English Language Arts 20; Psychology 20/30; Social Studies 20/History 20

**Trouble at Work** (Video). Sunburst Communications (SUN), 1998. 24 min. Order no. 2788-03 ($129.95).

This video goes beyond the normal focus of examining the required work skills of arriving on time, obeying rules and dressing properly. Instead, the emphasis is on what to do when things at work go wrong. Issues such as unethical behaviour by the manager, being passed over for promotion, how to take criticism and handling office politics are discussed.

A teacher's guide accompanies the video.
**Suggested Use:** Career Self-Knowledge
**Other Use:** Career and Work Exploration

**Twice a Victim** (Video). Canadian Learning Company Inc. (CLC), 1995. 23 min. Order no. 1-8791 ($129.95).

This program explores the aftermath of date rape. Lisa denies help from a rape counsellor and her roommate. She is traumatized by the rape, and depression and fear begin to rule her life. Only after running into her rapist on campus does she have the strength to confront the problem and start working out the solution. Her therapy involves the nontraditional method of writing the name of her rapist on the walls of a women's restroom.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships

**Understanding Your Health. 7th ed.** (Print-Non-Fiction). Payne, Wayne A. and Hahn, Dale B. McGraw-Hill Ryerson Limited (MHR), 2002. 772 p. ISBN 0-07-253067-7 ($81.56 hdc.).

This heavily revised 7th edition continues to offer a comprehensive look at health-related issues for the college student and classroom teacher. New for this edition are sections on health assessment, occupational and environmental health, aging, cancer and disease prevention. The attractive design includes photographs, charts, graphs and a personal assessment as well as suggested websites and readings for each chapter.
**Suggested Use:** Health Self-Care; Teacher Reference

**Unsuitable Actions** (Video). National Film Board of Canada (NFB), 1997. 27 min. Order no. C9197 118 ($49.95).

(CAN) In this video, a young teenage girl becomes the target of sexual harassment at her school. With the support of her friends and the school principal, the victim takes steps to remedy the situation. This program offers information on identifying forms of sexual harassment, makes clear the pain that harassment inflicts on the victim, and models appropriate courses of action. It is closed captioned for people with hearing disabilities.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships

**Update: Sexually Transmitted Diseases** (Video). Sunburst Communications (SUN), 1995. 29 min. Order no. 2516-03 ($139.95).

This excellent presentation on STDs uses believable situations and an STD hotline to provide pertinent information for teens. Candid language is used to discuss genital warts, chlamydia, herpes, HIV and other common STDs. The message is that abstinence is the only sure method of preventing any STD.
**Suggested Use:** Community Issues and Ethics; Health Self-Care

**User Friendly Budgeting** (Video). The Learning Company (MCI), 1997. 13 min. Order no. 200094 ($129.00).

This short video presents the basic information students will need to know about budgeting. The program focuses on preparing a budget, planning expenses and saving.
**Suggested Use:** Money Management

**Values and the Traditional Family** (Video). Learning Seed Company (MCI), 1994. 15 min. Order no. 200026 ($129.00).

American author/historian Stephanie Coontz looks at the myth of the traditional family. Coontz contends that family groupings have always been diverse and fragile. She provides historical and statistical information about women in the workforce, family abuse, teen pregnancy, traditional roles and more. She also looks at issues facing today's families that have no historical precedent.
**Suggested Use:** Conflict in Relationships; Relationships

**Venturing Out** (Print-Non-Fiction). Campbell, Judith. (Lifechoices Series). Prentice Hall Inc. (PRN), 1997. 96 p. ISBN 0-13-244278-7 ($18.95 pbk.).

(CAN) Part of the *Life Choices Series*, this resource looks at money management in an entertaining and informative way. Through a series of short, magazine-like articles many topics are covered including budgeting, banking, investing, credit, insurance and living on your own. The use of illustrations adds to the appeal.
**Suggested Use:** Independent Living; Money Management

**Violence in Sports** (Print-Non-Fiction). Margolis, Jeffrey A. (Issues in Focus Series). Enslow Publishers, Inc. (NBS), 1999. 128 p. ISBN 0-89490-961-4 ($29.83 hdc.).

The principles of fair play are the basis of sport, but lately they appear to be secondary to an attitude where the use of violence is justified in order to win. In a text written for students, the author presents the basic facts about violence on and off the field of sports. Fan violence, the use of drugs by athletes and the pressures of the box office as contributing factors are all discussed. Photographs of key

events and people supplement the text. An index is included.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships
**Other Use:** Physical Education: Grades 6 to 9; Wellness 10

**Violence in the Media** (Print-Non-Fiction). Torr, James D., ed. (Current Controversies Series). Greenhaven Press (SBC), 2001. 155 p. ISBN 0-7377-0455-1 ($27.25 pbk.).

Each new incident of violence perpetuated by young people usually causes an outcry to ban violence in the media. This American book examines all sides of the issue in several articles. Some articles indicate that violence in the media does make children more violent and that music and video games contribute to this increase. Other writers argue that restricting access causes more problems than it solves, and that it is guns that are the biggest problem. While the articles are easy to read and interesting to high school students, the content will need to be supplemented by the Canadian point of view. An index is included.
**Suggested Use:** Community Issues and Ethics
**Other Use:** Psychology 20/30

**A Web Not a Ladder** (Video). (Women and Work Series). National Film Board of Canada (NFB), 1993. 24 min. Order no. 9193 013 ($49.95).

(CAN) Five Canadian female entrepreneurs tell their stories of how they began and how they continue to maintain their businesses. They discuss financing, working hours, barriers of sexism, racism and ageism. This is a celebration of Canadian women in business.
**Suggested Use:** Career Planning; Career Self-Knowledge
**Other Use:** Entrepreneurship

**Welcome to Parenting: The First Six Years = L'Aventure Parentale: Les Zero a Six Ans** (Video). Health Canada (FSC), 1997. 125 min. No order number is required. ($17.99).

(CAN) Produced by Health Canada, this entertaining and informative video is aimed a new parents. The tape consists of five separate programs, lasting 15-to-25 minutes each. The first program addresses concerns that new parents may have, and it helps them to cope with the changes that will occur in their lifestyle when a new baby arrives. The other four programs provide very practical advice about the mental, physical and emotional development of children as well as the importance of safety.
**Suggested Use:** Parenting
**Other Use:** Psychology 20/30

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**What Color Is Your Parachute?: A Practical Manual for Job-Hunters & Career-Changers. 2003 ed.** (Print-Non-Fiction). Bolles, Richard Nelson. Ten Speed Press (CDS), 2003. 411 p. ISBN 1-58008-460-5 ($26.95 pbk.).

This annual publication provides sound, detailed advice to those who are job hunting, planning a career change or just needing to do some self-assessment. The book is humourous, useful and one of the best self-help career guides available today. Charts, checklists, cartoons and black-and-white ink sketches add to the detailed text. Major topics covered include job-hunting, changing careers and securing and conducting an interview successfully. Included are a table of contents and an index.
**Suggested Use:** Career Planning; Career Self-Knowledge; Career Services and Supports; Job Search
**Other Use:** Career and Work Exploration

**What Do You Stand for?: A Kid's Guide to Building Character** (Print-Non-Fiction). Lewis, Barbara A. Free Spirit Publishing, Inc. (MON), 1998. 277 p. ISBN 1-567542-029-5 ($32.95 pbk.).

This comprehensive, practical resource provides materials that help teachers to guide their students in building positive character traits. It offers practical features such as:

- descriptions of positive character traits
- profound, inspiring quotations and real-life stories
- dilemmas that challenge students to think about character traits and to practise
- problem-solving and decision-making skills
- activities that present opportunities to explore, experience and strengthen positive character traits.

*What Do You Stand for?* contains a table of contents, an index and lists of resources that include websites and American support organizations.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Health Education: Grades 6 to 9

**What Teens Want to Know About Sex** (Video). Sunburst Communications (SUN), 1994. 28 min. Order no. 2402-03 ($139.95).

This program presents straightforward answers to the questions and concerns students have about sexual development, conception, pregnancy, contraception and sexually transmitted diseases. The program covers the emotional as well as the physical risks of sex. Abstinence is stressed in a positive way so that students will see this as a viable and desirable choice.

A short discussion guide is included.
**Suggested Use:** Personal Self-Knowledge; Sexual and Reproductive Health

**When Dating Turns Dangerous** (Video). Sunburst Communications (SUN), 1995. 33 min. Order no. 2486-03 ($139.95).

*When Dating Turns Dangerous* uses the story of two young people caught up in a romantic but progressively abusive relationship to reveal the typical pattern of dating abuse. When the female tries to break off the relationship, the male becomes more possessive and abusive. She eventually seeks help through a support group. The video ends with the male pressuring her to return to the relationship. The program is interspersed with discussion questions aimed at challenging the myths about men, women and love that foster abuse.
**Suggested Use:** Conflict in Relationships

**Where's Your Head?: Psychology for Teenagers. 2nd ed.** (Print-Non-Fiction). Carlson, Dale and Carlson, Hannah. Bick Publishing House (BPH), 1998. 298 p. ISBN 1-884158-19-6 ($14.95 U.S. pbk.).

Similar to the author's other books, a combination of readable text, humour and interesting content has led to an excellent resource for students. Addressing herself directly to young people, the author writes about many of the issues that adolescents are facing. In effect, the author is providing a book packed with psychological survival skills to make living in this world easier. Behaviour patterns, therapy, personality, relationships, mental illness and the brain are just a few of the topics discussed. An index is included.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**Women and Work Series** (Video). Please refer to the titles: *The Glass Ceiling* and *A Web Not a Ladder*.

**Workplace Ready: Job Skills for the 21st Century, Pt. 2 - Foundation Skills** (Kit). Human Relations Media/HRM Video (HURM), 1994. Order no. 986 ($89.00 U.S.).

The purpose of this kit is to prepare students for their place in the workforce. By viewing portions of the video and completing handouts in the manual, students are taught the necessary "foundational skills." These include basic skills such as reading, writing, arithmetic, listening and speaking. Various thinking skills and personal qualities are addressed. This program is meant to be used over a five-lesson time frame. To ensure success, the teacher would need to preview the material. The kit includes a resource book, a videotape and student handouts.

**Suggested Use:** Career Planning; Career Self-Knowledge

**Workstyle Alternatives: Youth in the New Economy** (Video). McIntyre Media Limited **(MGR)**, 1999. 30 min. Dup. order no. V790.

The workplace is rapidly changing in the global economy, and this video helps students to adapt to these new realities as they enter the workforce. This entertaining production uses real people to cover areas such as self-assessment, organizational skills, positive attitudes and career goals.
**Suggested Use:** Career Planning
**Other Use:** Career and Work Exploration

**The World of Business: A Canadian Profile. 4th ed.** (Print-Non-Fiction). Murphy, Terry G., Wilson, Jack and Notman, David. Nelson Thomson Learning (NEL), 2001. 542 p. ISBN 0-17-620140-8 ($58.45 hdc.).

(CAN) This is an excellent resource that has been written specifically for high school students. Introductory information is provided that applies to several courses related to business, economics and finance. The layout is colourful, the case studies are interesting, and the activities will encourage further learning. The role of business, doing business in Canada and internationally, personal finance and becoming an entrepreneur are the main units of study. An index and a glossary are included.
**Suggested Use:** Money Management
**Other Use:** Accounting; Economics 20; Entrepreneurship

**You: Living, Learning, and Caring** (Print-Non-Fiction). Dunn-Strohecker, Martha and Tippett, Deborah Tunstall. Goodheart-Willcox Publisher (NEL), 1999. 382 p. ISBN 1-56637-472-3 ($72.95 hdc.).

This general resource covers many areas in a survey approach. The book takes a practical approach to preparing students for everyday life. Each chapter is organized in a self-directed style with objectives and vocabulary at the start and review questions and case studies at the end. The book is well illustrated and has an index and a glossary.
**Suggested Use:** Independent Living; Personal Self-Knowledge

**The Youngest Minds: Parenting and Genes in the Development of Intellect and Emotion** (Print-Non-Fiction). Barnet, Ann B. and Barnet, Richard J. Simon & Schuster, Inc. (SHU), 1998. 352 p. ISBN 0-684-85440-6 ($21.00 pbk.).

Intended as a guide for parents and caregivers, this resource provides excellent insight into how a child's brain develops during the first few critical months and years of life. It explains the essentials of a healthy parent-child relationship and how this leads to a child who is balanced in his/her development. Genetic factors and environmental factors are all examined. An index is included.
**Suggested Use:** Parenting
**Other Use:** Psychology 20/30

**Your Attitude Is Showing: A Primer of Human Relations. 10th ed.** (Print-Non-Fiction). O'Neil, Sharon Lund and Chapman, Elwood N. (NetEffect Series). Prentice Hall Inc. (PRN), 2002. 242 p. ISBN 0-13-022507-X ($23.96 pbk.).

This book discusses the role that attitude plays in the world of work. It looks at interpersonal relationships and outlines positive and negative implications of specific actions. Case studies with discussion questions and answers are provided. The book tackles difficult ethical questions and value conflicts, and counteracts role stereotyping. Included are a table of contents and an index.
**Suggested Use:** Career Self-Knowledge; Relationships
**Other Use:** Career and Work Exploration; Information Processing

**Your First Resume: For Students and Anyone Preparing to Enter Today's Job Market. 5th ed.** (Print-Non-Fiction). Fry, Ron. Career Press, Inc. (CDS), 2001. 188 p.

ISBN 1-56414-583-2 ($18.95 pbk.).

Writing your first résumé is an important career step. This resource guides the reader through all the essential preparations needed to make a winning résumé. These include goal-setting, networking, interviewing and accepting your first job offer. Several examples of cover letters and résumés are included. Bold headings and subheadings make this an easy book to follow. Included are a table of contents and an index.
**Suggested Use:** Job Search
**Other Use:** Career and Work Exploration

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Canada's Teens: Today, Yesterday, and Tomorrow** (Print-Non-Fiction). Bibby, Reginald W. Stoddart Publishing Co. Ltd., 2001. 356 p. ISBN 0-7737-6181-0.

(CAN) Between 1975 and 2000, Reginald Bibby surveyed young adults. Following an analysis of this data, the author has presented an excellent statistical snapshot of what is going on with teens today. He then compares contemporary teens with teens during the 1980s and 1990s and also attempts to take a look into the future. Teen attitudes towards violence, sexuality, drugs, Canada and religion are examined along with their values and concerns. The results of the surveys are given in several tables with an easy-to-read discussion of the findings. An index is included.
**Suggested Use:** Personal Self-Knowledge
**Other Use:** Psychology 20/30

**The Canadian Family in Crisis. 4th ed.** (Print-Non-Fiction). Conway, John F. James Lorimer & Company Ltd., 2001. 281 p. ISBN 1-55028-742-7.

(CAN) This book takes an in-depth look at the past, present and future of Canadian families. The book is divided into sections, each examining either children, women or men. The impact of economic and social change on the family is examined in the context of children, men and women. Recommendations for a new family policy are also given. An index is included.
**Suggested Use:** Life Roles; Parenting; Relationships
**Other Use:** Psychology 20/30

**Career Opportunities: A Saskatchewan Occupational Outlook to 2005** (Print-Non-Fiction). Human Resource Development Press, Inc., 1995. 148 p.

(SK) This resource provides a list of over 100 occupations available to students in Saskatchewan. It offers information on the nature of the work, specific educational requirements, training paths, skills/aptitudes needed, statistics on employment (present and projected) and average earnings in a year. Included are a table of contents and an index.
**Suggested Use:** Career Planning; Career Self-Knowledge; Career Services and Supports
**Other Use:** Career Guidance

**Decisions for Health** (Print-Non-Fiction). Bruess, Clint E. and Richardson, Glenn. Brown and Benchmark, 1995. 608 p. ISBN 0-697-15224-3.

This challenging text will help students develop the skills to make informed health-related decisions throughout life. The first chapter provides the groundwork for the development of decision-making skills. The remaining chapters build on this theme. Some of the themes include choices relating to mental health, nutrition, physical activity, sexuality and the use of chemicals. Each chapter features elements that students will find beneficial, such as outlines, health assessments, activities, glossaries and lifestyle contracts. The colourful photographs, charts and diagrams help to make this an appealing resource for students. Included are a table of contents, a glossary and an index.
**Suggested Use:** Health Self-Care

**Expanding Your Horizons: Career Development Guide. 2nd ed.** (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited, 1999. 304 p. ISBN 0-07-560785-9. Teacher's Resource - ISBN 0-07-552867-3.

(CAN) The purpose of this resource is to give students the knowledge, skills and attitudes needed to succeed in the workplace. The text enables students to examine critically themselves and their environment and helps them to make informed decisions about their future careers. Through case studies, journal entries and integrated activities, students are given the opportunity to learn about the workplace and to challenge current practices there. The book consists of four main parts: "Planning Your Career," "Your Career Skills," "Quality of Work Life" and "Exploring the Workplace." The make-the-connections activities are designed to integrate school and workplace. Both teachers and students will find this a useful resource. A table of contents, a glossary and an index are included.

The teacher's guide offers teaching suggestions to support the activities, journal entries and case studies in the text. It also includes information on teaching strategies and evaluation methods.
**Suggested Use:** Career Planning; Career Self-Knowledge; Career Services and Supports; Job Search
**Other Use:** Career and Work Exploration

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Career Self-Knowledge
**Other Use:** All PAA Curricula

**Violence Against Women** (Print-Non-Fiction). Torr, James D. and Swisher, Karin L., eds. (Current Controversies Series). Greenhaven Press, 1999. 224 p. ISBN 0-7377-0014-9.

In this teacher resource, articles present opposing opinions on the seriousness of violence against women, including issues of rape, domestic violence, pornography and sexual harassment. Teachers would need to choose the topics relevant to their needs. Included are a table of contents, a bibliography, a list of organizations to contact and an index.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships

**Youth Violence** (Print-Non-Fiction). Biskup, Michael D. and Cozic, Charles P., eds. (Current Controversies Series). Greenhaven Press, 1992. 263 p. ISBN 1-56510-016-6.

In this teacher resource, key questions about youth violence are answered with opinions representing various points of view. By questioning each author's conclusions, the reader can begin to develop the critical thinking skills so important to evaluating opinionated material. Questions include "Is Youth Violence a Serious Problem?," "What Causes Youth Violence?," "What Measures Can Reduce Youth Violence?" and "Should Violent Youths Receive Harsh Punishment?" Included are an annotated table of contents, a bibliography and an index.

Teachers should be aware that the graphic language in some of the responses may be offensive to some people.
**Suggested Use:** Community Issues and Ethics; Conflict in Relationships; Teacher Reference

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Life Transitions 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst /iru/paabibs.html or http://www.sasked. gov.sk.ca/docs/paa.html.

These and other life transitions resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Addiction** (Print-Non-Fiction). Hurley, Jennifer A., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2000. 192 p. ISBN 0-7377-0116-1 ($28.95 pbk.).

**Advertising: Information or Manipulation?** (Print-Non-Fiction). Day, Nancy. (Issues in Focus Series). Enslow Publishers, Inc. (NBS), 1999. 128 p. ISBN 0-7660-1106-2 ($33.52 hdc.).

**AIDS and Society** (Print-Non-Fiction). Merki, Mary Bronson. Glencoe/McGraw Hill (MHR), 1994. 52 p. ISBN 0-02-652624-7 ($13.05 pbk.). Teacher's Annotated Guide - ISBN 0-02-652625-5 ($14.40 pbk.).

**The Be Real Game Facilitator's Kit - High School Edition Grades 9/10** (Kit). The Real Game Inc. (NLW), 2000. Order number BRG1010 ($220.00 kit).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Boys Will Be Men: Raising Our Sons for Courage, Caring and Community** (Print-Non-Fiction). Kivel, Paul. New Society Publishers (NSP), 1999. 241 p. ISBN 0-86571-395-2 ($19.95 pbk.).

**Can You Relate?: Real-World Advice for Teens on Guys, Girls, Growing Up, and Getting Along** (Print-Non-Fiction). Fox, Annie. Free Spirit Publishing, Inc. (MON), 2000. 245 p. ISBN 1-57542-066-X ($26.95 pbk.).

**Career Studies 10** (Print-Non-Fiction). Wallace, Lee. Nelson Thomson Learning (NEL), 2000. 246 p. ISBN 0-17-620136-X ($31.95 hdc.). Teacher's Resource (includes 2 CD-ROMs) - ISBN 0-17-620137-8 ($180.00 binder).

**Careers 10** (Print-Non-Fiction). Campbell, Judith and Hoey, Kelly. Prentice Hall Inc. (PRN), 2000. 237 p. ISBN 0-13-031505-2 ($27.50 hdc.).

**Chasing Lightning: Gambling in Canada** (Print-Non-Fiction). Mandal, Veronique Perrier and Vander Doelen, Chris. United Church Publishing House (UCHP), 1999. 208 p. ISBN 11-55134-097-6 ($18.95 pbk.).

**Coping With Stress. Rev. ed.** (Print-Non-Fiction). Packard, Gwen K. (Coping Series). Rosen Publishing Group (SBC), 1999. 154 p. ISBN 0-8239-3042-4 ($34.05 hdc.).

**Domestic Violence** (Print-Non-Fiction). Roleff, Tamara L., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2000. 176 p. ISBN 0-7377-0346-6 ($44.30 hdc.).

**Drugs and Sports. Rev. ed.** (Print-Non-Fiction). Peck, Rodney G. (The Drug Abuse Prevention Library Series). Rosen Publishing Group (SBC), 1997. 64 p. ISBN 0-8239-2565-X ($32.35 hdc.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Euthanasia** (Print-Non-Fiction). Torr, James D., ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2000. 208 p. ISBN 0-7377-0126-9 ($28.95 pbk.).

**50 Ways to a Safer World: Everyday Actions You Can Take to Prevent Violence in Neighborhoods, Schools, and Communities** (Print-Non-Fiction). Giggans, Patricia Occhiuzzo and Levy, Barrie. Seal Press (PGW), 1997. 152 p. ISBN 1-878067-95-8 ($15.50 pbk.).

**Fighting Invisible Tigers: A Stress Management Guide for Teens. Rev. & updated ed.** (Print-Non-Fiction). Hipp, Earl. Free Spirit Publishing, Inc. (MON), 1995. 153 p. ISBN 0-915793-80-6 ($21.95 pbk.).

**The Get Real Game: Facilitator's Kit** (Kit). Barry, Bill. (The Real Game Series). The Real Game Inc. (NLW), 2001. Order number GRG1010 ($220.00 kit).

**Girls Are Equal Too: How to Survive: For Teenage Girls. 2nd ed.** (Print-Non-Fiction). Carlson, Dale B. and Carlson, Hannah. (Psychology for Teenagers Series). Bick Publishing House (BPH), 1998. 231 p. ISBN 1-884158-18-8 ($14.95 U.S. pbk.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Healthwise 2** (Print-Non-Fiction). Robertson, Al and Mang, Lesley. Nelson Thomson Learning (NEL), 1990. 240 p. ISBN 0-17-602668-1 ($36.45 pbk.). Teacher's Resource Guide - ISBN 0-17-602669-X ($42.95 spiral-bound).

**Healthy and Well** (Print-Non-Fiction). Campbell, Judith. (Lifechoices Series). Prentice Hall Inc. (PRN), 1996. 96 p. ISBN 0-13-244195-0 ($19.75 pbk.). Teacher's Resource - ISBN 0-13-244203-5 ($61.25 coil-bound).

**Holt Health** (Print-Non-Fiction). Greenberg, Jerrold and Gold, Robert. Holt, Rinehart & Winston (HBJ), 1999. 709 p. ISBN 0-03-051123-2 ($59.95 hdc.).

**Horizons 2000+: Career Studies** (Print-Non-Fiction). Misener, Judi and Butler, Susan. McGraw-Hill Ryerson Limited (MHR), 2000. 275 p. ISBN 0-07-087411-5 ($33.50 hdc.).

**Looking Out/Looking In: Interpersonal Communication. 1st Canadian ed.** (Print-Non-Fiction). Adler, Ronald B., Towne, Neil and Rolls, Judith A. Harcourt Canada Ltd. (NEL), 2001. 504 p. ISBN 0-15-506436-3 ($60.00 hdc.).

**Pathways Complete Program** (Print-Non-Fiction). Freeman, J. and Hutchinson, N. Nelson Thomson Learning (NEL), 1994. ISBN 0-17-604550-3 ($150.00 set).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

**Relationships** (Print-Non-Fiction). Campbell, Judith. (Lifechoices Series). Pearson Education Canada (PRN), 1996. 120 p. ISBN 0-13-242173-9 ($19.75 pbk.). Teacher's Guide - ISBN 0-13-242181-X ($61.25 spiral-bound).

**Skills for Healthy Relationships: A Program About Sexuality, AIDS and Other STD** (Kit). Queen's University **(MGR)**, 1993. 56 min. Dup. order no. V8883. **(LRDC)** Teacher's Resource - Order no. 1382 ($17.50 loose-leaf).

**Straight Talk About Teenage Pregnancy** (Print-Non-Fiction). Edelson, Paula. Facts On File, Inc. (ERD), 1999. 136 p. ISBN 0-8160-3717-5 ($38.29 hdc.).

**The Struggle to Be Strong: True Stories by Teens About Overcoming Tough Times** (Print-Non-Fiction). Desetta, Al and Wolin, Sybil, eds. Free Spirit Publishing, Inc. (MON), 2000. 179 p. ISBN 1-57542-079-1 ($24.95 pbk.).

**A Teen Eating Disorder Prevention Book Series** (Print-Non-Fiction). Rosen Publishing Group (SBC), 1999. Order numbers follow.

| | |
|---|---|
| *Understanding Bulimia Nervosa* | |
| ISBN 0-8239-2878-0 | ($32.35 hdc.) |
| *Understanding Negative Body Image* | |
| ISBN 0-8239-2865-9 | ($32.35 hdc.) |
| *Understanding Recovery From Eating Disorders* | |
| ISBN 0-8239-2884-5 | ($32.35 hdc.). |

**Teen Suicide** (Print-Non-Fiction). Roleff, Tamara L., ed. (At Issue Series). Greenhaven Press (SBC), 2000. 108 p. ISBN 0-7377-0327-X ($23.85 pbk.)

**What Do You Stand for?: A Kid's Guide to Building Character** (Print-Non-Fiction). Lewis, Barbara A. Free Spirit Publishing, Inc. (MON), 1998. 277 p. ISBN 1-567542-029-5 ($32.95 pbk.).

**Your Attitude Is Showing: A Primer of Human Relations. 10th ed.** (Print-Non-Fiction). O'Neil, Sharon Lund and Chapman, Elwood N. (NetEffect Series). Prentice Hall Inc. (PRN), 2002. 242 p. ISBN 0-13-022507-X ($23.96 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

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NETSITE: http://www.sasked.gov.sk.ca/video

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**Beauty and the Beach** (Video). Cinefocus **(MGR)**, 1997. 53 min. Dup. order no. V6690.

**Bridging Racial Divisions** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V371. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Career Options for Women Series** (Video). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Automotive* | Dup. order no. V6843 |
| *Aviation* | Dup. order no. V6844 |
| *Construction* | Dup. order no. V6845 |
| *Culinary* | Dup. order no. V6846 |
| *Engineering* | Dup. order no. V6847 |
| *Entertainment* | Dup. order no. V6848 |
| *Information Technology* | Dup. order no. V6849 |
| *Manufacturing* | Dup. order no. V6850 |
| *Medical/Health* | Dup. order no. V6851 |
| *Military: Canadian Forces* | Dup. order no. V6852 |
| *Protective Services* | Dup. order no. V6853 |
| *Rescue* | Dup. order no. V6854 |
| *Utilities* | Dup. order no. V6855. |

**Career Options for Women II Series** (Video). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

Recommended titles in this series include the following:

| | |
|---|---|
| *Agriculture* | Dup. order no. V712 |
| *Canadian Forces* | Dup. order no. V713 |
| *E-commerce* | Dup. order no. V714 |
| *Entrepreneurship* | Dup. order no. V715 |
| *Film Production* | Dup. order no. V716 |
| *Forestry* | Dup. order no. V717 |
| *Marine Transportation* | Dup. order no. V718 |
| *Mining* | Dup. order no. V719 |
| *Oil and Gas Technology* | Dup. order no. V720 |
| *Robotics and Automotive* | Dup. order no. V721 |
| *Telecommunications* | Dup. order no. V722 |
| *Video Games* | Dup. order no. V723 |
| *Wood Products* | Dup. order no. V724. |

**Career Options for Women III Series** (Video). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Order numbers follow. Teacher's Guide for series - Order no. G1137 ($7.84 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *Adventure Tourism* | Dup. order no. V1149 |
| *Aquaculture* | Dup. order no. V1137 |
| *Biotechnology* | Dup. order no. V1138 |
| *Canadian Forces 1* | Dup. order no. V1139 |
| *Canadian Forces 2* | Dup. order no. V1147 |

| | |
|---|---|
| *Finance and Investment* | Dup. order no. V1140 |
| *Gaming* | Dup. order no. V1141 |
| *Heavy Equipment* | Dup. order no. V1142 |
| *Music* | Dup. order no. V1143 |
| *Railway* | Dup. order no. V1144 |
| *Rubber* | Dup. order no. V1145 |
| *Steel* | Dup. order no. V1146 |
| *Textiles* | Dup. order no. V1147. |

**Dealing With Bullies, Troublemakers, and Dangerous Situations** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 30 min. Dup. order no. V368. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Discovering Our Potential: Women in Engineering: An Inspiring Look at Non-Traditional Careers for Women** (Video). Streetwise Productions **(MGR)**, 1997. 17 min. Dup. order no. V4905.

**Drugs, Alcohol and Guns: Triggers to Violence** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V374. Teacher's Guides for series - Order no. G365 ($6.75 loose-leaf).

**Handling Dating Pressures and Harassment** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 29 min. Dup. order no. V370. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Handling Peer Pressure and Gangs** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V373. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Hills and Valleys: Teen Depression** (Video). Meridian Education Corporation **(MGR)**, 1998. 17 min. Dup. order no. V2980.

**The HIV Test: Who Should Take It? What Does It Show?** (Video). Human Relations Media/HRM Video **(MGR)**, 1993. 26 min. Dup. order no. V556. Teacher's Guide - Order no. G556 ($0.65 loose-leaf).

**In Love and in Danger: Dating Violence** (Video). Sunburst Communications **(MGR)**, 1998. 15 min. Dup. order no. V6796. Teacher's Guide - Order no. G6796 ($4.45 pbk.).

**Managing Your Anger** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V367. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Preventing Violence** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V365. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Resolving Conflicts** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V366. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Respecting Yourself and Others** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V369. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**The Road You Take Is Yours** (Video). James Brodie Productions Inc. **(MGR)**, 1994. 19 min. Dup. order no. V2.

**Schizophrenia: Reaching Out (The Importance of Early Treatment)** (Video). British Columbia Schizophrenia Society **(MGR)**, 2000. 22 min. Order no. V613. Teacher's Guide - Order no. G613. ($FREE loose-leaf).

**Skills for Healthy Relationships: A Program About Sexuality, AIDS and Other STD** (Kit). Queen's University **(MGR)**, 1993. 56 min. Dup. order no. V8883. **(LRDC)** - Teacher's Resource - Order no. 1382 ($17.50 loose-leaf).

**Stepping Up to Peace** (Video). (Peace Talks Series). Heartland Media **(MGR)**, 1997. 27 min. Dup. order no. V375. Teacher's Guide for series - Order no. G365 ($6.75 loose-leaf).

**Workstyle Alternatives: Youth in the New Economy** (Video). McIntyre Media Limited **(MGR)**, 1999. 30 min. Dup. order no. V790.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*About Your Money Network*
http://www.yourmoney.cba.ca/eng/index.htm

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Consumer Information Gateway*
http://consumerinformation.ca/cgi-bin/main.cgi?Language=E

*Canadian Health Network - Relationships*
http://www.canadian-health-network.ca/1relationships.html

*Canadian Health Network - Sexuality and Reproductive Health*
http://www.canadian-health-network.ca/1sexuality_reproductive_health.html

*Canadian Health Network - Suicide*
http://www.canadian-health-network.ca/

*Canadian Health Network - Violence Prevention*
http://www.canadian-health-network.ca/1violence.html

*Career Awareness*
http://www.hrdc.gc.ca/career

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Health Canada – Mental Health*
http://www.hc-sc.gc.ca/english/lifestyles/mental_health.html

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Money and Youth*
http://www.moneyandyouth.cfee.org/en/index.html

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca/

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork*
http://www.sasknetwork.gov.sk.ca/

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Youth Employment Information*
http://www.youth.gc.ca/index_e.shtml

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Planning

Career Directions: Occupations: University
Career Opportunities **(Out of Print Section)**
Career Options for Women Series
Career Options for Women II Series
Career Options for Women III Series
The Career Planner: Choosing an Occupation
Career Studies 10
Careers
Careers 10
Chasing the Dream: A Player's Guide
Cool Jobs Series
Discovering Our Potential: Women in
Employability Skills: Creating My Future
Expanding Your **(Out of Print Section)**
Exploring Careers: What's Right for You
The Glass Ceiling
High School to Apprenticeship: A Link to the
Horizons 2000+: Career Studies
Married & Single Life
Me & Jobs
Playing the Game: How to Find Work Without
Succeeding in the World of Work
Ten Easy Ways to Keep Your Job
A Web Not a Ladder
What Color Is Your Parachute?: A Practical
Workplace Ready: Job Skills for the 21st
Workstyle Alternatives: Youth in the New

### Career Self-Knowledge

Against the Odds
The Be Real Game Facilitator's Kit - High
Blueprint for Life/Work Designs
Career and Personal Planning Resource
Career Opportunities **(Out of Print Section)**
Career S.E.L.F. Assessment
Career Studies 10
Careers
Careers 10
Employability Skills: Creating My Future
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Expanding Your **(Out of Print Section)**
The Get Real Game: Facilitator's Kit
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
Me & Jobs
Moving Online...More *Ready for Work*
Pathways Complete Program
Ready for Work
Real Times, Real Life: Facilitator's Kit
School to Work: Essential Skills
School to Work: Workplace Basics
Step Into the World of Workplace Learning: A
A Student's Survival Guide to University
10 Golden Rules for the Workplace
Trouble at Work
A Web Not a Ladder
What Color Is Your Parachute?: A Practical
Workplace Ready: Job Skills for the 21st
Your Attitude Is Showing: A Primer of Human

### Career Services and Supports

Career Opportunities **(Out of Print Section)**
Expanding Your **(Out of Print Section)**
A Student's Survival Guide to University
What Color Is Your Parachute?: A Practical

### Community Issues and Ethics

Addiction
Advertising: Information or Manipulation
AIDS and Society
AIDS: One Teenager's Story
Alcoholism
Anorexia
At Issue Series
Binge Drinking: The Facts
Canadian Profile: Alcohol, Tobacco and Other
Caught in the Net
Chasing Lightning: Gambling in Canada
Child Abuse
Coping in a Dysfunctional Family
Domestic Violence
Donna's Story
Double or Nothing
Drawing the Line: A Resource for the
Drugs and AIDS
Drugs and Sports
Euthanasia
50 Ways to a Safer World: Everyday Actions
Gay & Lesbian Youth

The Glass Ceiling
Gone Tomorrow: AIDS Awareness
Hear These Voices: Youth at the Edge of
The HIV Test: Who Should Take It? What
Human Sexuality
In Love and in Danger: A Teen's Guide to
In Love and in Danger: Dating Violence
The Long Walk
Marketplace: Teen Driver
Obesity
One Survivor's Message: Don't Kill
The Power to Prevent Suicide: A Guide
Real People: Violence in the Family
Real People: Violence Prevention: Don't
Real People: What Is Hate All About?
Real People: When I Say Stop, I Mean
Ryan White Talks to Kids About AIDS
Spare Time, Spare Cash: Teens Talking
Straight Talk About Teenage Pregnancy
Suicide: A Guide to Prevention
Taking Charge of My Mind & Body: A Girls
Teen Alcoholism
Teen Pregnancy
Teen Suicide
Teens and Gambling: Who Wins?
Thinking Positive
Through a Blue Lens
Twice a Victim
Unsuitable Actions
Update: Sexually Transmitted Diseases
Violence Against **(Out of Print Section)**
Violence in Sports
Violence in the Media
Youth Violence **(Out of Print Section)**

### Conflict in Relationships

Breaking Free From Partner Abuse
Bridging Racial Divisions
Coping in a Dysfunctional Family
Date Rape: Behind Closed Doors
Dealing With Bullies, Troublemakers, and
Domestic Violence
Donna's Story
Drugs, Alcohol and Guns: Triggers to
Family Violence
50 Ways to a Safer World: Everyday
Handling Dating Pressures and Harassment
Handling Peer Pressure and Gangs
In Love and in Danger: A Teen's Guide to
In Love and in Danger: Dating Violence
A Love That Kills
Managing Your Anger
Playing With Fire: Creative Conflict
Preventing Violence
Real People: Violence in the Family
Real People: Violence Prevention: Don't
Real People: What Is Hate All About?
Real People: When I Say Stop, I Mean
Resolving Conflicts
Respecting Yourself and Others
Sexual Harassment
Sexual Harassment: A Question of Power
Sexual Harassment and How to Stop It
Sexual Violence
Stepping Up to Peace
Stop It! Students Speak Out About Sexual
Student Workshop: Anger-Management Skills
Twice a Victim
Unsuitable Actions
Values and the Traditional Family
Violence Against **(Out of Print Section)**
Violence in Sports
When Dating Turns Dangerous
Youth Violence **(Out of Print Section)**

### Health Self-Care

AIDS and Society
AIDS: One Teenager's Story
Alcoholism
Coping: A Young Woman's Guide to Breast
Core Concepts in Health
Decisions for Health **(Out of Print Section)**
Drugs and AIDS
Fitness and Wellness Strategies
Glencoe Health: A Guide to Wellness
Gone Tomorrow: AIDS Awareness
Health: The Basics
Healthwise 2
Healthy and Well
The HIV Test: Who Should Take It? What
Holt Health
The Long Walk
The Myth of the Perfect Body: Accepting
Obesity
Skills for Healthy Relationships: A Program
Slim Hopes: Advertising & the Obsession
STD's: Straight Talk Revised
A Teen Eating Disorder Prevention Book
Teen Eating Disorders
Thinking Positive
Understanding Your Health
Update: Sexually Transmitted Diseases
The View From Here

## Human Sexuality

Gay & Lesbian Youth
Healthy Sexuality: What Is It?
Human Sexuality
Human Sexuality Series
Let's Talk About Sex
On Relationships: A Book for Teenagers
Sexual Values
Skills for Healthy Relationships: A Prog
Straight Talk About Teenage Pregnancy

## Independent Living

Canadian Consumer Handbook
Consumer Manual and Handbook: A Literacy
Homebuying Step-by-Step: A Consumer
Married & Single Life
Money Smarts Learning Resource
Skills for Living
Today's Teen
Venturing Out
You: Living, Learning, and Caring

## Job Search

Canada Prospects
The Career Planner: Choosing an Occupation
Careers
The Complete Job-Search Handbook
The Complete Job Search System Series
Expanding Your **(Out of Print Section)**
The Get Real Game: Facilitator's Kit
Job Search Strategies
Playing the Game: How to Find Work Witho
Real Times, Real Life: Facilitator's Kit
Rewarding Employment: How to Get a Really
Succeeding in the World of Work
Ten Easy Ways to Keep Your Job
What Color Is Your Parachute?: A
Your First Interview
Your First Resume: For Students and Anyone

## Life Balance

Can't Slow Down
Coping With Stress
Fighting Invisible Tigers: A Stress
Fitness and Wellness Strategies
Healthy and Well
Highs!: Over 150 Ways to Feel Really,
The Relaxation & Stress Reduction Workbook
Talk With Teens About Self and Stress

## Life Roles

Being a Man: A Guide to the New Masculinity
Boys Will Be Men: Raising Our Sons for
Canadian Families: Diversity, Conflict, and
The Canadian Family **(Out of Print Section)**
Killing Us Softly 3: Advertising's Image
Male/Female Roles
Manon Rhéaume: Woman Behind the Mask
Tough Guise: Violence, Media and the Crisis

## Money Management

Canadian Consumer Alert: 101 Ways to
Canadian Consumer Handbook
Consumer Manual and Handbook: A Literacy
Homebuying Step-by-Step: A Consumer
Investing in Your Future
Married & Single Life
Money Smarts Learning Resource
Mutual Mania: The Mutual Fund InveStment
Simply Essential Personal Budgeting Kit
Skills for Living
Today's Teen
User Friendly Budgeting
Venturing Out
The World of Business: A Canadian Profile

## Parenting

Canadian Families: Diversity, Conflict, and
The Canadian Family **(Out of Print Section)**
Child Development
The Developing Child: Understanding
Families in Canadian Society: An Introduction
Families Today
The First Years Last Forever
Married & Single Life
Parenting: Rewards and Responsibilities
Straight Talk About Today's Families
Teen Dads' Point of View
Teen Dads: Rights, Responsibilities and
Welcome to Parenting: The First Six Years
The Youngest Minds: Parenting and Genes in

**Personal Self-Knowledge**

Adolescent Portraits: Identity, Relationships
At Issue Series
Beauty and the Beach
Being a Man: A Guide to the New Masculinity
Beyond the Looking Glass: Self-Esteem
Boys Will Be Men: Raising Our Sons for
Can You Relate?: Real-World Advice for
Canada's Teens: **(Out of Print Section)**
Career and Personal Planning Resource
Drugs and Sports
Employability Skills: Creating My Future
The Famine Within
Girls Are Equal Too: How to Survive: For
Hear These Voices: Youth at the Edge of
Highs!: Over 150 Ways to Feel Really, Really
Hills and Valleys: Teen Depression
Married & Single Life
The Myth of the Perfect Body: Accepting
On Relationships: A Book for Teenagers
One Survivor's Message: Don't Kill
Rebel, Rogue, Mischievous Babe: Stories
Ryan White Talks to Kids About Aids
Schizophrenia: Reaching Out
Self-Discipline: Using Portfolios to Help
Skills for Living
Slim Hopes: Advertising & the Obsession
The Struggle to Be Strong: True Stories by
A Student's Survival Guide to University
Suicide: A Guide to Prevention
Take the Red Road
Taking Charge of My Mind & Body: A Girls
Talk With Teens About Self and Stress: 50
A Teen Eating Disorder Prevention Book
Today's Teen
What Do You Stand for?: A Kid's Guide to
What Teens Want to Know About Sex
Where's Your Head?: Psychology for
You: Living, Learning, and Caring

**Relationships**

At Issue Series
Breaking Free From Partner Abuse: Voices of
Can You Relate?: Real-World Advice for
Canadian Families: Diversity, Conflict, and
The Canadian Family **(Out of Print Section)**
Date Rape: Behind Closed Doors
Families in Canadian Society: An Introduction
Families Today
Gone Tomorrow: AIDS Awareness
Hear These Voices: Youth at the Edge of
Human Sexuality Series
Looking Out/Looking In: Interpersonal
Married & Single Life
On Relationships: A Book for Teenagers
Relationships
The Road You Take Is Yours
Self-Discipline: Using Portfolios to Help
Straight Talk About Teenage Pregnancy
Today's Teen
Values and the Traditional Family
Your Attitude Is Showing: A Primer of Human

**Sexual and Reproductive Health**

AIDS and Society
AIDS: One Teenager's Story
Drugs and AIDS
Gone Tomorrow: AIDS Awareness
Healthy Sexuality: What Is It?
The HIV Test
Human Sexuality Series
Let's Talk About Sex
Ryan White Talks to Kids About AIDS
Skills for Healthy Relationships: A Program
STD's: Straight Talk Revised
Teen Pregnancy
What Teens Want to Know About Sex

**Teacher Reference**

Blueprint for Life/Work Designs
Canadian Families: Diversity, Conflict
Core Concepts in Health
Drawing the Line: A Resource for the
Essential Skills/Compétences Essentielles
Families in Canadian Society: An Introduction
Guide for New Workers: Counsellor
Health: The Basics
Human Sexuality
Playing With Fire: Creative Conflict
Sexual Values
Step Into the World of Workplace Learning: A
Talk With Teens About Self and Stress: 50
Understanding Your Health
Youth Violence **(Out of Print Section)**

**Time Management**

Personal Time Management
Today's Teen

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Canadian Consumer Handbook
Essential Skills/Compétences Essentielles
Human Sexuality Series
Moving Online…More *Ready for Work*

### Game

Mutual Mania: The Mutual Fund Inve$tment

### Kit

The Be Real Game Facilitator's Kit - High
The Get Real Game: Facilitator's Kit
Ready for Work
Real Times, Real Life: Facilitator's Kit
Skills for Healthy Relationships: A Program
Workplace Ready: Job Skills for the 21st

### Periodical

Canada Prospects

### Print-Fiction

Double or Nothing

### Print-Non-Fiction

Addiction
Adolescent Portraits: Identity, Relationships
Advertising: Information or Manipulation
AIDS and Society
Alcoholism
Anorexia
At Issue Series
Being a Man: A Guide to the New Masculinity
Blueprint for Life/Work Designs
Boys Will Be Men: Raising Our Sons for
Breaking Free From Partner Abuse: Voices of
Can You Relate?: Real-World Advice for
Canada's Teens: **(Out of Print Section)**
Canadian Consumer Alert: 101 Ways to
Canadian Families: Diversity, Conflict, and
The Canadian Family **(Out of Print Section)**
Canadian Profile: Alcohol, Tobacco and Other
Career and Personal Planning Resource
Career Directions: Occupations
Career Opportunities **(Out of Print Section)**
The Career Planner: Choosing an Occupation
Career Studies 10
Careers
Careers 10
Chasing Lightning: Gambling in Canada
Chasing the Dream: A Player's Guide
Child Abuse
Child Development
The Complete Job-Search Handbook
Consumer Manual and Handbook: A Literacy
Coping: A Young Woman's Guide to Breast
Coping in a Dysfunctional Family
Coping With Stress
Core Concepts in Health
Decisions for Health **(Out of Print Section)**
The Developing Child: Understanding
Domestic Violence
Drawing the Line: A Resource for the
Drugs and AIDS
Drugs and Sports
Employability Skills: Creating My Future
Employability Skills Toolkit for the Self
Euthanasia
Expanding Your **(Out of Print Section)**
Families in Canadian Society: An Introduction
Families Today
Family Violence
50 Ways to a Safer World: Everyday Actions
Fighting Invisible Tigers: A Stress
Fitness and Wellness Strategies
Gay & Lesbian Youth
Girls Are Equal Too: How to Survive: For
Glencoe Health: A Guide to Wellness
Guide for New Workers
Guide for New Workers: Counsellor
Health: The Basics
Healthwise 2
Healthy and Well
Healthy Sexuality: What Is It?
Hear These Voices: Youth at the Edge of
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Highs!: Over 150 Ways to Feel Really, Really
Holt Health

Homebuying Step-by-Step: A Consumer
Horizons 2000+: Career Studies
Human Sexuality
In Love and in Danger: A Teen's Guide to
Investing in Your Future
Looking Out/Looking In: Interpersonal
Male/Female Roles
Married & Single Life
Me & Jobs
Money Smarts Learning Resource
Obesity
On Relationships: A Book for Teenagers
Parenting: Rewards and Responsibilities
Pathways Complete Program
Personal Time Management
Playing With Fire: Creative Conflict
The Power to Prevent Suicide: A Guide for
Rebel, Rogue, Mischievous Babe: Stories
Relationships
The Relaxation & Stress Reduction Workbook
Self-Discipline: Using Portfolios to Help
Sexual Harassment
Sexual Harassment: A Question of Power
Sexual Values
Sexual Violence
Simply Essential Personal Budgeting Kit
Skills for Living
Step Into the World of Workplace Learning: A
Straight Talk About Teenage Pregnancy
Straight Talk About Today's Families
The Struggle to Be Strong: True Stories by
A Student's Survival Guide to University
Succeeding in the World of Work
Taking Charge of My Mind & Body: A Girls
Talk With Teens About Self and Stress: 50
Teen Alcoholism
Teen Dads: Rights, Responsibilities and
A Teen Eating Disorder Prevention Book
Teen Eating Disorders
Teen Pregnancy
Teen Suicide
Teens and Gambling: Who Wins?
Today's Teen
Understanding Your Health
Venturing Out
Violence Against **(Out of Print Section)**
Violence in Sports
Violence in the Media
What Color Is Your Parachute?: A Practical
What Do You Stand for?: A Kid's Guide to
Where's Your Head?: Psychology for
The World of Business: A Canadian Profile
You: Living, Learning, and Caring
The Youngest Minds: Parenting and Genes in
Your Attitude Is Showing: A Primer of Human
Your First Interview
Your First Resume: For Students and Anyone
Youth Violence **(Out of Print Section)**

### Video

Against the Odds
AIDS: One Teenager's Story
Anorexia
Beauty and the Beach
Beyond the Looking Glass: Self-Esteem
Binge Drinking: The Facts
Bridging Racial Divisions
Can't Slow Down
Career Options for Women Series
Career Options for Women II Series
Career Options for Women III Series
Career S.E.L.F. Assessment
Caught in the Net
The Complete Job Search System Series
Cool Jobs Series
Date Rape: Behind Closed Doors
Dealing With Bullies, Troublemakers, and
Discovering Our Potential: Women in
Donna's Story
Drugs, Alcohol and Guns: Triggers to
Exploring Careers: What's Right for You
The Famine Within
The First Years Last Forever
The Glass Ceiling
Gone Tomorrow: AIDS Awareness
Handling Dating Pressures and Harassment
Handling Peer Pressure and Gangs
Hills and Valleys: Teen Depression
The HIV Test: Who Should Take It? What
In Love and in Danger: Dating Violence
Job Search Strategies
Killing Us Softly 3: Advertising's Image
Let's Talk About Sex
The Long Walk
A Love That Kills
Managing Your Anger
Manon Rhéaume: Woman Behind the Mask
Marketplace: Teen Driver
The Myth of the Perfect Body: Accepting
One Survivor's Message: Don't Kill
Playing the Game: How to Find Work Without
Preventing Violence
Real People: Violence in the Family
Real People: Violence Prevention: Don't
Real People: What Is Hate All About?
Real People: When I Say Stop, I Mean Stop

Resolving Conflicts
Respecting Yourself and Others
Rewarding Employment: How to Get a Really
The Road You Take Is Yours
Ryan White Talks to Kids About AIDS
Schizophrenia: Reaching Out
School to Work: Essential Skills
School to Work: Workplace Basics
Sexual Harassment and How to Stop It
Slim Hopes: Advertising & the Obsession
Spare Time, Spare Cash: Teens Talking
STD's: Straight Talk Revised
Stepping Up to Peace
Stop It! Students Speak Out About Sexual
Student Workshop: Anger-Management Skills
Suicide: A Guide to Prevention
Take the Red Road
Teen Dads' Point of View
Ten Easy Ways to Keep Your Job
10 Golden Rules for the Workplace
Thinking Positive
Through a Blue Lens
Tough Guise: Violence, Media and the
Trouble at Work
Twice a Victim
Unsuitable Actions
Update: Sexually Transmitted Diseases
User Friendly Budgeting
Values and the Traditional Family
A Web Not a Ladder
Welcome to Parenting: The First Six Years
What Teens Want to Know About Sex
When Dating Turns Dangerous
Workstyle Alternatives: Youth in the New

# Tourism, Hospitality & Entrepreneurship A30, B30

## Titles and Descriptions

**Advanced.fst: Food Safety Training in Canada: Manager Certification Coursebook. Canadian ed.** (Print-Non-Fiction). Educational Foundation of the National Restaurants (KCL), 2001. 182 p. ISBN 0-920591-03-5 ($88.00 pbk.).

(CAN) Although this resource has been created as a self-contained coursebook with quizzes, the information is very valuable for anyone working in the food industry. Four key areas are examined: the challenges to food safety, the flow of food, developing a food safety system and maintaining sanitary facilities and equipment. Each area uses a step-by-step approach to present the information and encourage learning. Drawings and photographs illustrate the key points. An index and a glossary are included.
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Food Studies

**Adventure Tourism** (Video). (Career Options for Women III Series). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Dup. order no. V1149.

(CAN) While this program deals specifically with adventure tourism, the three women profiled do provide a fascinating glimpse into different career opportunities. Whether it is a mountain guide, dogsled mushier or an eco-tourism development agent, the message is that the opportunities for women are varied and plentiful.
**Suggested Use:** Career Development

**BASICS.fst: Food Safety Training in Canada** (Print-Non-Fiction). Kostuch Publications Ltd./TrainCan (KCL), 2000. 65 p. ISBN 0-9662650-2-5 ($15.95 pbk.).

(CAN) Considering the size of this booklet, there is a wealth of information that the classroom teacher will find directly applicable to the classroom. In addition to background information about personal hygiene, cleaning and sanitizing, applying food-safety concepts and food-safety regulations, there are several excellent teaching activities. The index and glossary of terms are combined into one section.
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Food Studies

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Canada Travels: Issues and Destinations** (Print-Non-Fiction). Draper, Graham, et al. Irwin Publishing Inc. (NEL), 2002. 355 p. ISBN 0-7725-2908-6 ($41.50 hdc.).

(CAN) Written specifically for the school market, this intriguing resource looks at tourism from a sociological, economic, environmental and cultural perspective. Well illustrated with colour photographs, drawings, maps and tables, the book also has a very appealing layout and format. Each chapter has expectations to focus on, issues to debate, questions for further study and a section on job skills. This is an ideal resource for the practical and applied arts or the social sciences. An index is provided.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Career Competencies in Marketing Series** (Print-Non-Fiction). Please refer to the title: *Restaurant Marketing.*

**A Career in Tourism: You Decide How Far to Go** (Video). Canadian Tourism Human Resource Council (STEC), 1997. 13 min. No order number is required. ($27.50).

(CAN) Although the video may appear as an advertisement aimed at getting young people to work in the tourism industry, it includes some excellent information delivered in a very effective manner. Good background information is provided about the industry and details are provided on available careers. A major emphasis of the video is on the skills people need to be successful in the tourism industry.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration

**Career Options for Women Series** (Video). Please refer to the title: *Culinary.*

**Career Options for Women III Series** (Video). Please refer to the title: *Adventure Tourism.*

**Career Planning Guide** (Print-Non-Fiction). Canadian Tourism Human Resource Council (STEC), n.d. 183 p. ISBN 1-896229-51-4 ($20.00 coil-bound.).

(CAN) Through the use of case studies and an easy-to-use layout, this resource offers an excellent guide to careers and career selection in the tourism industry. Background information for each of the main tourism sectors is provided. Key questions are used to involve the students in the decision-making process about choosing careers that are appropriate for them. An index is provided.
**Suggested Use:** Career Development

**Careers in Hospitality** (Video). Classroom Video (CVO), 2000. 26 min. No order number is required. ($79.00).

The focus here is on the students–what led them to choose their program and what their future prospects are. The video demonstrates the skills and personalities needed to work in this industry. The film provides good information but its setting in Australia could be considered a drawback.
**Suggested Use:** Career Development

**Careers in the Hospitality Industry** (Video). Meridian Education Corporation (MCI), 1995. 17 min. Order no. 586-933D ($119.00).

This program examines the essential skills necessary in the hospitality, travel, food service and hotel industries. It discusses the various job opportunities available and the qualities needed for advancement within the varied fields.
**Suggested Use:** Career Development

**Catering Management. 2nd ed.** (Print-Non-Fiction). Scanlon, Nancy Loman. John Wiley & Sons Canada, Ltd. (WIL), 2000. 269 p. ISBN 0-471-33327-1 ($72.40 hdc.).

This resource offers both the professional and the aspiring caterer detailed advice on all of the crucial elements needed for a successful business. The different styles of catering, menus, pricing, beverage management, equipment and marketing are all covered. Photographs, charts and samples are used to illustrate key points. An index is included.
**Suggested Use:** Creating a Venture; Entrepreneurship/Intrapreneurship; Teacher

Reference
**Other Use:** Commercial Cooking

**Choosing a Career in the Restaurant Industry. Rev. ed.** (Print-Non-Fiction). Beal, Eileen. (The World of Work Series). Rosen Publishing Group (SBC), 1999. 64 p. ISBN 0-8239-3002-5 ($22.95 hdc.).

With simple, clear language written in large print, this resource presents various career opportunities in the restaurant industry. Back-of-the-house, front-of-the-house and management positions are described. The information presented on personal and business skills will enable the student to make a wise decision about working in this industry. Numerous coloured and black-and-white photographs accentuate the text. Included are a table of contents, glossary and an index.
**Suggested Use:** Career Development; Survey Course - Middle Level
**Other Use:** Commercial Cooking

**Culinary** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6846. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This program from the *Career Options for Women Series* highlights the culinary arts. The "career menu" includes a baker, a butcher and a chef. Viewers are informed that on average, women fill less than 30 percent of these positions. However, with nearly a million Canadians working in the food service industry, this career field offers a wealth of opportunity. In fact, the food service industry is the third largest private sector employer in Canada. This program introduces three dynamic women whose recipe for success is a culinary career.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Commercial Cooking

**Design and Equipment for Restaurants and Foodservice: A Management View** (Print-Non-Fiction). Katsigris, Costas and Thomas, Chris. John Wiley & Sons Canada, Ltd. (WIL), 1999. 510 p. ISBN 0-471-09068-9 ($62.40 hdc.).

When setting up a restaurant, there are many issues to be dealt with in addition to the menu and customer service. The kitchen must be designed and equipped so that preparing and cooking the food is done efficiently and safely. This resource examines buying and installing of foodservice equipment, designing kitchens for safety and efficiency and being environmentally friendly. Several photographs and drawings supplement the text. While the amount of detail may exceed students' needs, the resource is excellent for research and teacher use. An index and a glossary are included.
**Suggested Use:** Creating a Venture; Teacher Reference
**Other Use:** Commercial Cooking

**Designing a Restaurant** (Video). Classroom Video (CVO), 1999. 22 min. No order number is required. ($79.00).

This video examines how a heritage building in Sydney, Australia was turned into a restaurant. The design and construction phase are dealt with as well as the work of putting together a functional kitchen. Although it is an Australian example, the principles remain the same for Canada.
**Suggested Use:** Creating a Venture; Entrepreneurship/Intrapreneurship
**Other Use:** Commercial Cooking; Construction and Carpentry; Interior Design

**Dining Room and Banquet Management. 2nd ed.** (Print-Non-Fiction). Strianese, Anthony J. Delmar Publications (NEL), 1997. 354 p. ISBN 0-8273-7566-2 ($57.00 pbk.).

This comprehensive guide addresses the importance of good service in the restaurant and the banquet field. Part One contains general information relating to the food service industry (e.g., styles of service and place settings, importance of sanitation and appearance). Part Two consists of information that is needed to provide good

service in a dining room setting. Part Three focuses on information needed to provide good service in a banquet facility. Each chapter includes a list of objectives, a chapter summary, review questions and a list of references. The personal anecdotes and relevant "TIPS$" help to make this an excellent guide. This book includes several black-and-white photographs, a table of contents, a glossary and an index.
**Suggested Use:** Creating a Venture; Food Functions; Service Procedures

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conference board.ca/nbect/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Entry Level Skills** (Print-Non-Fiction). Canadian Tourism Human Resource Council (STEC), 1996. 157 p. ISBN 1-896229-68-9 ($25.00 coil-bound). Teacher's Guide - ISBN 1-896229-84-0 ($55.00 coil-bound).

(CAN) This workbook offers an excellent listing and description of the required skills for employees in the tourism industry. The key areas of professionalism, general knowledge, safety and sanitation, office operations and job search skills are presented.

The teacher's guide provides background information and suggested teaching strategies.
**Suggested Use:** Work Study

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources

Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Food and Beverage Service. 5th ed.** (Print-Non-Fiction). Lillicrap, Dennis, Cousins, John and Smith, Robert. Hodder & Stoughton Educational (BHU), 1998. 433 p. ISBN 0-340-70531-0 ($44.95 pbk.).

Intended for British students, this resource offers a very complete overview of the food and beverage industry as it relates to tourism. The outline of the book follows a logical progression, from the basic knowledge required to interpersonal and technical service skills. All areas of the course are covered within this resource.
**Suggested Use:** General; Survey Course - Secondary Level

**Food Design** (Video). Classroom Video (CVO), 2000. 20 min. No order number is required. ($79.00).

The aim of this program is to give students the inspiration, confidence and knowledge to be creative when designing a new food product. The characteristics and properties of food are examined and this knowledge is used to create new recipes and presentations.
**Suggested Use**: Food Preparation; Marketing
**Other Use:** Commercial Cooking; Food Studies

**Food Preparation. 2nd ed.** (Print-Non-Fiction). Haines, Robert G. and Miller, R. T. American Technical Publishers, Inc. (NEL), 1999. 604 p. ISBN 0-8269-4436-1 ($79.95 hdc.).

This resource is very comprehensive in nature and covers all elements of food preparation from careers and tools to cooking appetizers, beef and cakes. Each chapter provides an excellent overview to the food being discussed and then presents several recipes in a very clear format. The recipes are written for large servings – 25 to 50. Trade tips, colour photographs, drawings and charts are used throughout the book. This is an excellent resource that provides an overview to the field. Due to the American nature of the book, no Metric measurements are used. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking; Food Studies

**Food Preparation for the Professional. 3rd ed.** (Print-Non-Fiction). Mizer, David A., et al. John Wiley & Sons Canada, Ltd. (WIL), 2000. 549 p. ISBN 0-471-25187-9 ($78.95 hdc.).

All aspects of commercial cooking are covered within this resource. Each chapter deals with a key area of the curriculum such as safety, preparation, equipment, nutrition and cooking techniques for all the food areas. The resource is very good at explaining "why" food preparation works rather than just naming the process. Black-and-white photographs, line drawings, charts and tables help to explain the processes being discussed. An index and a glossary are included.

**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking

**Food Safety** (Video). (Kitchen Safety Series). Cambridge Educational (KIN), 1995. 90 min. Order no. 4032. ($129.95). Set of 3 programs, including 10 posters - Order no. 4030/0405 ($365.00).

This program explains why safe food handling procedures are essential in the kitchen. Demonstrations of proper and improper procedures include: hand washing, contamination of tools and surfaces, safe temperature zones for food storage, how to handle poultry and other potential trouble foods, and the use of proper storage containers. Students working in the food service industry will benefit from this information.

Please note that this title is available in a set that includes 10 posters and the videos *Food Bourne Illnesses* and *Kitchen Safety Essentials* (also annotated in this bibligoraphy).
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Food Studies

**Food Safety: The Usual Suspects** (Video). Classroom Video (CVO), 1999. 27 min. No order number is required. ($79.00).

Although this video was produced in a very traditional style, the information presented is quite useful. From the raw materials to the supermarket shelves, students see how producers ensure that food is safe. The importance of hygiene, sources of food poisoning and storage are a few of the topics covered.
**Suggested Use:** Food Safety
**Other Use:** Commercial Cooking; Food Studies

**The Food Service Industry: Employee Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 10 min. Dup. order no. V11.

In order to obtain a job in the food service industry and keep it, one needs to know what will be expected during the interview process and after being hired for a position. The basic skills needed to present oneself effectively and the attitude one must have to be a desirable employee are addressed in this program.
**Suggested Use:** Career Development; Work Study
**Other Use:** Commercial Cooking

**The Food Service Industry: Management Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 9 min. Dup. order no. V10.

Food service management demands a wide cross section of job skills, training and stamina. While it can be very rewarding, there are many responsibilities that managers of food service establishments must fulfill in order to be successful. Some of the training that may be needed to get a position in food service management is described. People, time and material management are the focus of this program.
**Suggested Use:** Career Development; Work Study
**Other Use:** Commercial Cooking

**The Food Service Industry Video Series** (Video). Please refer to the titles: *Serving Banquets* and *Serving Food.*

**Fundamentals of Menu Planning. 2nd ed.** (Print-Non-Fiction). McVety, Paul J., Ware, Bradley J. and Levesque, Claudette. John Wiley & Sons Canada, Ltd. (WIL), 2001. 225 p. ISBN 0-471-36947-0 ($82.50 pbk.).

The key component to a successful restaurant is the menu. This resource takes students step-by-step through the process of creating and planning a menu. Concepts of design, pricing and marketing are also covered. Several tables and work forms as well as sample menus are included to assist with planning. An index is included.
**Suggested Use:** Marketing; Teacher Reference

**Other Use:** Commercial Cooking

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Hotel and Lodging Management: An Introduction** (Print-Non-Fiction). Stutts, Allan T. and Wortman, James F. John Wiley & Sons Canada, Inc. (WIL), 2001. 318 p. ISBN 0-471-35483-X ($66.00 hdc.).

Hotel management is a key component of the tourism industry, and this resource provides access to all the information related to this sector. The layout is very user friendly as chapter outlines, short sections, case studies, charts, photographs and review questions are used. Topics such as the organizational structure, the front office, housekeeping, security, marketing and contracts are covered. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**How It All Vegan!: Irresistible Recipes for an Animal-Free Diet** (Print-Non-Fiction). Barnard, Tanya and Kramer, Sarah. Arsenal Pulp Press Limited (ARS), 1999. 224 p. ISBN 1-55152-067-2 ($19.95 pbk.).

(CAN) As this text is done in an easy-to-read style, students will find the many recipes easy to follow. Although there is not much background or science about vegetarianism the recipes are complete and varied. The concept of vegetarianism is shown from a multicultural point of view. An index and a glossary of vegan no-no's is included.

**Suggested Use:** Survey Course - Secondary Level; Trends in Food Industry
**Other Use:** Food Studies

**How to Be the Perfect Waiter or Waitress...and Earn Great Tips!** (Video). Los Angeles Professional Servers, Inc. (MCN), 1997. 42 min. No order number is required. ($95.00).

This video provides information on the importance of good customer service in the food service industry. Tips on serving food, service at the table and clearing the table are addressed. The impression the servers leave with the guests influences the tips they receive. Students entering or presently working in the food service industry will benefit from this excellent video.
**Suggested Use:** Service Procedures

**Introduction to Management in the Hospitality Industry. 7th ed.** (Print-Non-Fiction). Powers, Tom and Barrows, Clayton W. John Wiley & Sons Canada, Ltd. (WIL), 2003. 631 p. ISBN 0-471-35901-7 ($84.40 hdc.).

This comprehensive text provides information on hospitality as a single, interrelated industry. It is organized around the following major topics: careers, food service, lodging, tourism and management. The last chapter focuses on the role of service in the hospitality industry. Covered in depth are management aspects of hotels, food and service, and restaurants. Franchising, new developments in the field, and consumer trends and preferences are included. Each chapter begins with stated purpose and chapter goals and concludes with a chapter summary, key word list, review questions and Internet exercises. Numerous black-and-white photographs, charts, and graphs are interspersed throughout the text. This book includes a table of contents and an index.

Please note that this resource is identical to *Introduction to the Hospitality Industry*. The only difference is the addition of chapters related to management.
**Suggested Use:** General; Teacher Reference

**Introduction to the Hospitality Industry. 5th ed.** (Print-Non-Fiction). Powers, Tom and Barrows, Clayton W. (Wiley Service Management Series). John Wiley & Sons Canada, Ltd. (WIL), 2003. 476 p. ISBN 0-471-35899-1 ($97.50 pbk.).

Designed as a resource for post-secondary courses, this excellent book still has applications at the high school level. The format of using objectives at the beginning of each chapter and then ending with review questions and Internet exercises will assist students. There is a good section on careers at the beginning. The other key sections include food service, lodging, travel and the role of service. Colour photographs graphs and charts are used throughout the book. An index is included.

Please note that this resource is identical to *Introduction to Management in the Hospitality Industry*. The only difference is that chapters related to management are not included.
**Suggested Use:** General; Teacher Reference

**Kitchen Safety: Is Your Kitchen Out to Get You?** (Video). Learning Seed Company (MCI), 1997. 17 min. Order no. 200087 ($129.00.).

Using a tongue-in-cheek approach, this video presents a serious message in an entertaining way. Viewers learn to prevent accidents by eliminating kitchen hazards before they cause damage. Sizzling oil, hot pans, electricity and water, knives, whirring blades and natural gas are all potential hazards in the kitchen. Suggestions on how to create a safe environment are given.
**Suggested Use**: Safety
**Other Use:** Commercial Cooking

**Kitchen Safety Series** (Video). Please refer to the title: *Food Safety*.

**Marketing by Menu. 3rd ed.** (Print-Non-Fiction). Scanlon, Nancy Loman. John Wiley & Sons Canada, Ltd. (WIL), 1999. 257 p. ISBN 0-471-25330-8 ($82.50 hdc.).

For a teacher who would like detailed information on menu planning, this resource would be useful. There is information on how to menu plan for profit, how to design a menu and how to market it. Black-and-white illustrations help to point out key concepts being discussed. An index and a glossary are included.
**Suggested Use:** Marketing; Teacher Reference
**Other Use:** Commercial Cooking

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Nutrition for Foodservice Managers: Concepts, Applications, and Management** (Print-Non-Fiction). Mahmood, A. Kahn. John Wiley & Sons Canada, Ltd. (WIL), 1998. 393 p. ISBN 0-471-12951-8 ($105.50 hdc.).

When a teacher needs comprehensive and detailed information about nutrition, nutrients, recipe development and menu planning, this resource will be very suitable. It is scientific in its approach and uses American guidelines, but provides useful background information. An index and a glossary are included.
**Suggested Use:** Food Preparation; Teacher Reference; Trends in Food Industry
**Other Use:** Commercial Cooking; Food Studies

**On Cooking: A Textbook of Culinary Fundamentals. 2nd Canadian ed.** (Print-Non-Fiction). Labensky, Sarah R., et al. Pearson Education Canada (PRN), 2003. 1082 p. ISBN 0-13-039956-6 ($83.25 hdc.).

(CAN) This is one of the few texts "published expressly for Canadian students and instructors" in the culinary arts. While the emphasis is on culinary principles and procedures, the "how" and "why" of cooking are also covered. The first section examines the professionalism behind the industry. Section Two looks at preparation while Sections Three and Four look at cooking and baking. The last part deals with meal service and presentation. Each chapter within the sections has learning objectives, questions for further discussion and weblinks. The recipes are by Canadian chefs and measurements are given in Imperial and Metric. The use of colour photographs throughout the text adds to its appeal. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking; Food Studies

**Practical Cookery. 9th ed.** (Print-Non-Fiction). Ceserani, Victor, Kinton, Ronald and Foskett, David. Hodder & Stoughton Educational (BHU), 2000. 598 p. ISBN 0-340-74941-5 ($49.95 hdc.).

This comprehensive resource examines all aspects of food preparation for commercial purposes, but also applies to home cookery. In addition to discussions about the various methods of cookery, recipes are given for soups, hors-d'oeuvres, eggs, pasta, fish, meat and poultry. There are also sections on ethnic and vegetarian dishes. The skills of proper preparation, presentation, nutrition and cost control are stressed. Safety within the kitchen and the proper use of tools are also

highlighted. Colour photographs illustrate most of the recipes. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking; Food Studies

**The Prevention of Food Poisoning. 4th ed.** (Print-Non-Fiction). Trickett, Jill. Nelson Thornes Publishers (BHU), 2001. 168 p. ISBN 0-7487-5893-3 ($34.95 pbk.).

Using easy-to-read text and drawings that illustrate the correct and incorrect methods of food handling, this resource will prove very useful as an introduction to the topic. Although the food hygiene regulations cited are British, the way to handle food properly is universal. Each chapter ends with a summary. An index is included.
**Suggested Use:** Food Safety; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use**: Commercial Cooking; Food Studies

**The Professional Chef's Knife Kit** (Print-Non-Fiction). The Culinary Institute of America. John Wiley & Sons Canada, Ltd. (WIL), 2000. 150 p. ISBN 0-471-34997-6 ($42.00 pbk.).

This is an excellent resource to prepare students for the use and care of knives. In a step-by-step approach, the black-and-white photographs and drawings illustrate the procedures to follow to perform the proper cuts of various foods. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking

**The Professional Chef's Techniques of Healthy Cooking. 2nd ed.** (Print-Non-Fiction). The Culinary Institute of America. John Wiley & Sons Canada, Ltd. (WIL), 2000. 634 p. ISBN 0-471-33269-0 ($89.95 hdc.).

Although the nutrition information presented is for an American reader, the comprehensive nature of the resource will make it useful for Saskatchewan students and teachers. The first three sections examine the principles of nutrition and healthy cooking and how to market a healthy menu. The last section gives many recipes in areas such as salads, meat, fish, grains, pasta, breakfast and desserts. It is very well illustrated with colour photographs. The recipe amounts are given in Metric and Imperial. A glossary, a subject index and a recipe index are given.
**Suggested Use:** Food Preparation; Trends in Food Industry
**Other Use:** Commercial Cooking

**Professional Cooking. 5th ed.** (Print-Non-Fiction). Gisslen, Wayne. John Wiley & Sons Canada, Ltd. (WIL), 2003. 960 p. ISBN 0-471-43625-9 ($78.00 hdc.).

Every aspect of food preparation is covered in this very comprehensive and professional resource. Both theory and practice are emphasized for all kitchen procedures and techniques by providing fundamental information and application for adaptations. Some of the general topics covered include sanitation and safety, tools and equipment, basic cooking principles and the structure of the menu. The main focus of the book is the preparation of foods such as sauces, meats, fish, vegetables and pastries. Over 900 recipes are given, all with Imperial and Metric amounts. Many of the coloured photographs clearly illustrate procedure and techniques. The text contains a table of contents, a recipe table of contents, a bibliography, a glossary and an index.

A CD-ROM also accompanies the text. This program provides suggestions for flexibility in menu planning and shopping.
**Suggested Use:** Food Preparation; Teacher Reference
**Other Use:** Commercial Cooking; Food Studies

**Quantity Food Production, Planning, and Management. 3rd ed.** (Print-Non-Fiction). Knight, John B. and Kotschevar, Lendal H. John Wiley & Sons Canada, Ltd. (WIL), 2000. 500 p. ISBN 0-471-33347-6 ($97.50 hdc.).

This new edition has 80% of the material revised to address current trends. The approach of the text is to address the multitude of situations and challenges facing people in the food service industry. The book is divided into two sections–quantity food planning and quantity food production. Within the first section are chapters such as producing a menu, equipment, nutrition and human resources. The second section looks at the actual cooking procedures for stocks, vegetables, meats and dairy products. Each chapter has learning objectives, website references, review questions and case studies. Metric measurements are not used as this is an American publication. An index and a glossary are included.
**Suggested Use:** Food Preparation
**Other Use:** Commercial Cooking

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**The Restaurant: From Concept to Operation. 3rd ed.** (Print-Non-Fiction). Walker, John R. and Lundberg, Donald E. John Wiley & Sons Canada, Ltd. (WIL), 2001. 418 p. ISBN 0-471-35606-9 ($105.50 hdc.).

By using this resource students will have an excellent opportunity to learn about the many variables that must be mastered to open and run a successful restaurant. The book takes the reader step-by-step through the process of deciding on a concept and location, designing the building, developing a business plan, financing, creating a menu, equipping the kitchen, purchasing the food, recruiting and training staff and customer relations. Photographs, case studies, sample charts and review questions assist in making the book useful. The American information about legal and tax matters will need to be supplemented by Canadian data. An index and a glossary are included.
**Suggested Use:** Creating a Venture; Teacher Reference
**Other Use:** Commercial Cooking

**Restaurant Marketing. 2nd ed.** (Print-Non-Fiction). Smith, William O. (Career Competencies in Marketing Series). McGraw-Hill Ryerson Limited (MHR), 1990. 182 p. ISBN 0-07-058543-1($37.95 pbk.).

This resource presents information for those interested in marketing food services. Unit 1 provides an overview of the food service industry and a description of various career options. Unit 2 discusses the importance of communication and mathematical skills required for careers in restaurant marketing. Unit 3 deals with product and service technology. Unit 4 focuses on the marketing and management skills required for a career in this business. Each unit concludes with a project or a case that ties together the topics

covered in that unit. Many useful charts and diagrams are included. This complete resource includes a table of contents.
**Suggested Use:** General; Marketing

**The Restaurant Planning Guide. 2nd ed.** (Print-Non-Fiction). Rainsford, Peter and Bangs, David H. Upstart Publishing Co., Inc. (WIL), 1996. 146 p. ISBN 1-57410-026-2 ($32.95 pbk.).

This resource provides information to people who have an interest in planning for and operating their own restaurant business and for people who are already operating a restaurant. The many checklists, questions, and worksheets included will make financing, managing, and controlling a restaurant easier. The in-depth coverage goes well beyond what students in this course will need, but the ideas presented will be useful in the "Creating a Venture" module. Included are a table of contents, a glossary and an index.
**Suggested Use:** Creating a Venture; Entrepreneurship/Intrapreneurship; Marketing; Teacher Reference

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks*.

**Saskatchewan Best: Staff Seminar** (Print-Non-Fiction). Saskatchewan Tourism Educational Council (STEC), 1997. 114 p. No order number is required. ($25.00 binder).

(SK) This package of materials is only available through a two-day seminar facilitated by the Saskatchewan Tourism Education Council. It is designed to build awareness and skill in dealing successfully with the public. Because this is a key curriculum component, the resource and the seminar can be very useful to teachers.

The package contains a participant's manual and a leader's guide.
**Suggested Use:** General; Teacher Reference

**Serving Banquets** (Video). (The Food Service Industry Video Series). Delmar Publications (NEL), 1992. 40 min. ISBN 0-8273-5217-4 ($205.00).

This video introduces the viewer to information needed to prepare for and serve at a banquet. The duties of the banquet manager and server are outlined. Table settings, table coverings and napkin folds and demonstrated. The proper serving techniques are explained. This program includes information on safety rules and emergency procedures to follow, and it stresses the importance of teamwork. A review of the important points is presented at the conclusion of this excellent video.
**Suggested Use:** Food Functions; Service Procedures

**Serving Food** (Video). (The Food Service Industry Video Series). Delmar Publications (NEL), 1992. 61 min. ISBN 0-8273-5215-8 ($302.00).

The role of the food server, host/hostess, and busperson are described in this video. Appearance, being prepared, personalizing service and good communication all play a role in providing excellent service. How to handle customer complaints, special requests and specific needs are addressed. A review is provided at the end of the video.
**Suggested Use:** Service Procedures

**Skills in Food Service Series** (Video). Meridian Education Corporation **(MGR)**, 1999. 14-15 min. Order numbers follow.
Teacher's Guide for series - Order no. G1150. ($0.11 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *The Bake Station* | Dup. order no. V1159 |
| *Fast Food Techniques* | Dup. order no. V1150 |
| *The Hot Station* | Dup. order no. V1157 |
| *The Pantry Station* | Dup. order no. V1158. |

Careers in the food service industry are plentiful but well-trained and competent employees are needed. This series of programs provides first-hand knowledge of the industry in an interesting manner. The key areas of grilling fast food, preparing main courses, creating salads and sandwiches and baking pastries are covered. Safety issues are addressed in each video.
**Suggested Use:** Career Development; Cooking Techniques; Safety and Sanitation
**Other Use:** Commercial Cooking

**Snapshots: An Introduction to Tourism. 2nd Canadian ed.** (Print-Non-Fiction). Nickerson, Norma Polovitz and Kerr, Paula. Prentice Hall Inc. (PRN), 2001. 340 p. ISBN 0-13-022889-3 ($55.20 pbk.).

(CAN) The title of this resource truly captures the essence of the contents. Each of the major tourism sectors (transportation, accommodation, food and beverage, attractions, events, adventure tourism, travel trade and services) are covered in a complete fashion. The chapters begin with a list of key terms and learning objectives and conclude with a summary, review questions and list of weblinks. Several photographs, charts, graphs and case studies are used to highlight the main points in this excellent resource. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use:** All PAA Curricula

**The Student's Travel Map: A Guide to Tourism Careers, Education and Training** (Print-Non-Fiction). Canadian Tourism Human Resource Council (STEC), 2000. 257 p. ISBN 1-55304-335-9 ($25.00 pbk.).

(CAN) This resource is aimed at students who are considering a career in the tourism industry. A high school career counsellor could also use the book. Due to the rapid expansion in the tourism industry, the authors have collected all of the necessary information into a single volume. The various sectors of the industry are described along with a detailed listing and description of the available careers in each of these sectors. Information about training opportunities in each of the provinces is also included. An index of occupations is provided.
**Suggested Use:** Career Development

**Tourism: A World of Opportunity: An Interactive Guide to Tourism Careers** (CD-ROM). Canadian Tourism Human Resource Council (STEC), 1997. ISBN 1-55247-021-0 ($25.00).

This interactive CD allows students to explore the career opportunities that exist within the tourism industry. The eight sectors of the industry are explored as are the four stages of work in the industry–front line, supervisory, management and executive. Career information is provided through the use of readable text and video interviews. A list of schools that offer tourism-related courses is provided, and the CD ends with a

questionnaire that helps students to determine whether a career in tourism is right for them.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Welcome to Hospitality: An Introduction. 2nd ed.** (Print-Non-Fiction). Chon, Key-Sung (Kaye) and Sparrowe, Raymond T. Delmar Publications (NEL), 2000. 466 p. ISBN 0-7668-0850-5 ($79.50 pbk.).

This book covers virtually all areas of the tourism industry. In a general introductory fashion, it covers topics such as hospitality, lodging, foodservice, specialization and the future of the business. The use of chapter overviews, objectives, colour photographs, case studies and review questions all serve to make the resource accessible to students. A glossary and an index are included.
**Suggested Use:** General

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI ), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Wiley Service Management Series.** (Print-Non-Fiction). Please refer to the title: *Introduction to the Hospitality Industry*

**The World of Work Series** (Print-Non-Fiction). Please refer to the title: *Choosing a Career in the Restaurant Industry.*

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Great Careers for People Interested in Food** (Print-Non-Fiction). Mason, Helen. (Career Connections Series III). Trifolium Books Inc., 1996. 48 p. ISBN 1-895579-47-3.

(CAN) This resource presents colourful and informative descriptions of both popular and less common jobs within the food industry. Each description includes a personal profile, a "day in the life" segment, a career planning chart, tips on how to get started, a list of related careers, and an interesting hands-on activity. Coloured photographs of employees add to the attractive format. Included are a table of contents and an index.
**Suggested Use:** Career Development; Survey Course - Middle Level
**Other Use:** Career Guidance: Grades 6 to 9; Life Transitions

**Great Careers for People Interested in Travel & Tourism** (Print-Non-Fiction). Sharon, Donna and Sommers, Jo Anne. (Career Connections Series III). Trifolium Books Inc., 1996. 48 p. ISBN 1-895579-49-X.

(CAN) This resource presents colourful and informative descriptions of both popular and less common jobs within the food industry. Each description includes a personal profile, a "day in the life" segment, a career planning chart, tips on how to get started, a list of related careers, and an interesting hands-on activity. Coloured photographs of employees add to the attractive format. Included are a table of contents and an index.
**Suggested Use:** Career Development; Survey Course - Middle Level
**Other Use:** Career Guidance: Grades 6 to 9; Life Transitions

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Start and Run a Profitable Restaurant. 1st ed.** (Print-Non-Fiction). Cooper, Brian and Floody, Brian and McNeill, Gina. (Self-Counsel Business Series). Self-Counsel Press, Inc., 2000. 214 p. ISBN 1-55180-282-1.

(CAN) This resource uses a very practical approach and offers readers everything they will need to know about setting up a new restaurant. In a step-by-step fashion, the book takes students through the process of creating a business plan, choosing a location, designing the restaurant, creating a menu, providing good service and keeping control of costs. Several sample checklists are provided.
**Suggested Use:** Creating a Venture; Entrepreneurship/Intrapreneurship
**Other Use:** Commercial Cooking; Entrepreneurship

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Tourism, Hospitality and Entrepreneurship 30. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of careers development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other tourism, hospitality & entrepreneursip resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**BASICS.fst: Food Safety Training in Canada** (Print-Non-Fiction). Kostuch Publications Ltd./TrainCan (KCL), 2000. 65 p. ISBN 0-9662650-2-5 ($15.95 pbk.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Dining Room and Banquet Management. 2nd ed.** (Print-Non-Fiction). Strianese, Anthony J. Delmar Publications (NEL), 1997. 354 p. ISBN 0-8273-7566-2 ($57.00 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Food and Beverage Service. 5th ed.** (Print-Non-Fiction). Lillicrap, Dennis, Cousins, John and Smith, Robert. Hodder & Stoughton Educational (BHU), 1998. 433 p. ISBN 0-340-70531-0 ($44.95 pbk.).

**Food Preparation for the Professional. 3rd ed.** (Print-Non-Fiction). Mizer, David A., et al. John Wiley & Sons Canada, Ltd. (WIL), 2000. 549 p. ISBN 0-471-25187-9 ($63.16 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introduction to Management in the Hospitality Industry. 7th ed.** (Print-Non-Fiction). Powers, Tom and Barrows, Clayton W. John Wiley & Sons Canada, Ltd. (WIL), 2003. 631 p. ISBN 0-471-35901-7 ($84.40 hdc.).

**On Cooking: A Textbook of Culinary Fundamentals. 2nd Canadian ed.** (Print-Non-Fiction). Labensky, Sarah R., et al. Pearson Education Canada (PRN), 2003. 1082 p. ISBN 0-13-039956-6 ($83.25 hdc.).

**The Prevention of Food Poisoning. 4th ed.** (Print-Non-Fiction). Trickett, Jill. Nelson Thornes Publishers (BHU), 2001. 168 p. ISBN 0-7487-5893-3 ($34.95 pbk.).

**Professional Cooking. 5th ed.** (Print-Non-Fiction). Gisslen, Wayne. John Wiley & Sons Canada, Ltd. (WIL), 2003. 960 p. ISBN 0-471-43625-9 ($78.00 hdc.).

**The Professional Chef's Knife Kit** (Print-Non-Fiction). The Culinary Institute of America. John Wiley & Sons Canada, Ltd. (WIL), 2000. 150 p. ISBN 0-471-34997-6 ($42.00 pbk.).

**Quantity Food Production, Planning, and Management. 3rd ed.** (Print-Non-Fiction). Knight, John B. and Kotschevar, Lendal H. John Wiley & Sons Canada, Ltd. (WIL), 2000. 500 p. ISBN 0-471-33347-6 ($78.00 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

**Restaurant Marketing. 2nd ed.** (Print-Non-Fiction). Smith, William O. (Career Competencies in Marketing Series). McGraw-Hill Ryerson Limited (MHR), 1990. 182 p. ISBN 0-07-058543-1($37.95 pbk.).

**Welcome to Hospitality: An Introduction. 2nd ed.** (Print-Non-Fiction). Chon, Key-Sung (Kaye) and Sparrowe, Raymond T. Delmar Publications (NEL), 2000. 466 p. ISBN 0-7668-0850-5 ($79.50 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Adventure Tourism** (Video). (Career Options for Women III Series). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Dup. order no. V1147.

**Culinary** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6846. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**The Food Service Industry: Employee Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 10 min. Dup. order no. V11.

**The Food Service Industry: Management Skills** (Video). Meridian Education Corporation **(MGR)**, 1992. 9 min. Dup. order no. V10.

**Skills in Food Service Series** (Video). Meridian Education Corporation **(MGR)**, 1999. 14-15 min. Order numbers follow. Teacher's Guide for series - Order no. G1150 ($.011 loose-leaf).

Recommended titles in this series include the following:

| | |
|---|---|
| *The Bake Station* | Dup. order no. V1159 |
| *Fast Food Techniques* | Dup. order no. V1150 |
| *The Hot Station* | Dup. order no. V1157 |
| *The Pantry Station* | Dup. order no. V1158. |

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/
*Saskatchewan Interactive - Tourism*
http://interactive.usask.ca/ski/index.html

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Tourism*
http://www.sasktourism.com/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Tourism Industry Association of Canada*
http://www.tiac-aitc.ca/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Career Development**

Adventure Tourism
Blueprint for Life/Work Designs
A Career in Tourism: You Decide How Far to
Career Planning Guide
Careers in Hospitality
Careers in the Hospitality Industry
Choosing a Career in the Restaurant
Culinary
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
The Food Service Industry: Employee
The Food Service Industry: Management
Great Careers for **(Out of Print Section)**
Great Careers for **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link
Skills in Food Services Series
Step Into the World of Workplace Learning: A
The Student's Travel Map: A Guide to
Tourism: A World of Opportunity: An

**Creating a Venture**

Catering Management
Design and Equipment for Restaurants
Designing a Restaurant
Dining Room and Banquet Management
The Restaurant: From Concept to Operation
The Restaurant Planning Guide
Start and Run a **(Out of Print Section)**

**Entrepreneurship/Intrapreneurship**

Catering Management
Designing a Restaurant
The Restaurant Planning Guide
Start and Run a **(Out of Print Section)**

**Food Functions**

Dining Room and Banquet Management
Serving Banquets

**Food Preparation**

Food Design
Food Preparation
Food Preparation for the Professional
Nutrition for Foodservice Managers: Concepts
On Cooking: A Textbook of Culinary
Practical Cookery
The Professional Chef's Knife Kit
The Professional Chef's Techniques
Professional Cooking
Quantity Food Production, Planning, and
Skills in Food Services Series

**Food Safety**

Advanced.fst: Food Safety Training in
BASICS.fst: Food Safety Training in Cana
Food Safety
Food Safety: The Usual Suspects
The Prevention of Food Poisoning

**General**

Canada Travels: Issues and Destinations
Food and Beverage Service
Hotel and Lodging Management: An
Introduction to Management in the Hospitality
Introduction to the Hospitality Industry
Restaurant Marketing
Saskatchewan Best: Staff Seminar
Snapshots: An Introduction to Tourism
Welcome to Hospitality: An Introduction

**Marketing**

Food Design
Fundamentals of Menu Planning
Marketing by Menu
Restaurant Marketing
The Restaurant Planning Guide

**Safety**

Don't Risk Your Life
Dying to Work
Kitchen Safety: Is Your Kitchen Out to Get
Moving Online...More *Ready for Work* Ready for Work
Understanding Hazards and Risks
WHMIS

**Service Procedures**

Dining Room and Banquet Management
How to Be the Perfect Waiter or Waitress
Serving Banquets
Serving Food

**Survey Course - Middle Level**

Canada Travels: Issues and Destinations
Choosing a Career in the Restaurant Industry
Great Careers for **(Out of Print Section)**
Great Careers for **(Out of Print Section)**
Helping Solve the **(Out of Print Section)**
The Prevention of Food Poisoning

**Survey Course - Secondary Level**

Canada Travels: Issues and Destinations
Food and Beverage Service
Helping Solve the **(Out of Print Section)**
How It All Vegan!: Irresistible Recipes
The Prevention of Food Poisoning

**Teacher Reference**

Blueprint for Life/Work Designs
Catering Management
Design and Equipment for Restaurants
Essential Skills/Compétences Essentielles
Fundamentals of Menu Planning
Guide for New Workers: Counsellor
Hotel and Lodging Management: An
Introduction to Management in the
Introduction to the Hospitality Industry
Marketing by Menu
Professional Cooking
The Restaurant: From Concept to Operation
The Restaurant Planning Guide
Saskatchewan Best: Staff Seminar
Snapshots: An Introduction to Tourism
Step Into the World of Workplace Learning: A

**Trends in Food Industry**

How It All Vegan!: Irresistible Recipes
Nutrition for Foodservice Managers
The Professional Chef's Techniques

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Entry Level Skills
Essential Skills/Compétences Essentielles
The Food Service Industry: Employee
The Food Service Industry: Management
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online...More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*
Tourism: A World of Opportunity: An

### Kit

Ready for Work

### Print-Non-Fiction

Advanced.fst: Food Safety Training in
BASICS.fst: Food Safety Training in
Blueprint for Life/Work Designs
Canada Travels: Issues and Destinations
Career Planning Guide
Catering Management
Choosing a Career in the Restaurant
Design and Equipment for Restaurants and
Dining Room and Banquet Management
Employability Skills Toolkit for the Self
Entry Level Skills
Food and Beverage Service
Food Preparation
Food Preparation for the Professional
Fundamentals of Menu Planning
Great Careers for **(Out of Print Section)**
Great Careers for **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
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How It All Vegan!: Irresistible Recipes
Introduction to Management in the
Introduction to the Hospitality Industry
Marketing by Menu
Nutrition for Foodservice Managers
On Cooking: A Textbook of Culinary
Practical Cookery
The Prevention of Food Poisoning
The Professional Chef's Knife Kit
The Professional Chef's Techniques of
Professional Cooking
Quantity Food Production, Planning, and
The Restaurant: From Concept to Operation
Restaurant Marketing
The Restaurant Planning Guide
Saskatchewan Best: Staff Seminar
Snapshots: An Introduction to Tourism
Start and Run a **(Out of Print Section)**
Step Into the World of Workplace Learning: A
The Student's Travel Map: A Guide to
Welcome to Hospitality: An Introduction

### Video

Adventure Tourism
A Career in Tourism: You Decide How Far
Careers in Hospitality
Careers in the Hospitality Industry
Culinary
Designing a Restaurant
Don't Risk Your Life
Dying to Work
Food Design
Food Safety
Food Safety: The Usual Suspects
The Food Service Industry: Employee
The Food Service Industry: Management
How to Be the Perfect Waiter or Waitress
Kitchen Safety: Is Your Kitchen Out to Get
Serving Banquets
Serving Food
Skills in Food Services Series
Understanding Hazards and Risks
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# COMMUNICATIONS CLUSTER

Communication Production Technology 10, 20, 30
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## Titles and Descriptions

**Animation: Basic Camera Techniques** (Video). (Art Is... Video Series). Crystal Productions (CVE), 1998. 29 min. Order no. B6VH5491 ($25.00 U.S.).

In this video, two professional film artists illustrate the principles of animation. They take the viewer from the basics of drawing to filming the animated drawings with a camcorder. Careers in animation are also covered.
**Suggested Use:** Animation; Career Development
**Other Use:** Photographics/Graphic Arts

**Art Is...Video Series** (Video). Please refer to the title: *Animation: Basic Camera Techniques.*

**Audio in Media. 6th ed.** (Print-Non-Fiction). Alten, Stanley R. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2002. 502 p. ISBN 0-534-54804-0 ($100.00 hdc.).

Audio in Media provides a very complete look at audio principles and techniques in the four areas of radio, television, film and music recording. The aesthetic, perceptual and technical aspects of sound are covered in each stage of the production process-from planning to postproduction. The expanded table of contents allows the user to easily access the areas where they need information, whether it is the principles of diffraction, special purpose microphones, console automation, digital recording or the placement of loudspeakers. Photographs, drawings and tables all help to illustrate the concept being discussed. An index, a glossary and an excellent bibliography, which lists print, journals and digital sources, are included.
**Suggested Use:** Audio Production

**Basic Lighting Worktext for Film and Video** (Print-Non-Fiction). Ferncase, Richard K. Focal Press (VLI), 1992. 109 p. ISBN 0-240-80085-0 ($83.00 pbk.).

This resource provides worksheets and many practical examples of lighting situations. The book is fairly technical in nature and discusses a full range of equipment that may not be available in every high school. The basic concepts of using light in different filming situations, however, will be applicable to all situations. In addition to the practical how-to on the use of light, there are also chapters dealing with the science of light, film, electricity and colour temperature. The line drawings help to illustrate the point being discussed. A glossary and an expanded table of contents are also included.
**Suggested Use:** Video Production; Teacher Reference

**Basics of Video Lighting. 2nd ed.** (Print-Non-Fiction). Lyver, Des and Swainson, Graham. Focal Press (VLI), 1999. 149 p. ISBN 0-240-51559-5 ($61.95 pbk.).

Although the word basic is used in the title, this resource actually provides a very detailed look at all lighting elements related to video production. Background information is provided for the principles and processes involved. Divided into short sections, the expanded table of contents easily points the reader to topics such as scrims, dimmers, shadows, controlling daylight and safety features. Several exercises are included. Line drawings are used throughout the book to illustrate key concepts. A glossary is included.
**Suggested Use:** Video Production

**Basics of Video Sound. 2nd ed.** (Print-Non-Fiction). Lyver, Des. Focal Press (LBR), 1999. 148 p. ISBN 0-240-51561-7 ($44.50 pbk.).

The author presents material in a concise, factual manner and discusses topics such as types of microphones, mixing board basics, location and studio recording and post-production methods. The resource would be a useful reference for both teachers and students as it is designed to be read in bits rather than from cover to cover. Illustrations are simple line drawings. A glossary of terms in included.
**Suggested Use:** Audio Production; Video Production

**The BBC TV Production Training Course 1 Series** (Video). Please refer to the title: *Creative Editing*.

**The BBC TV Production Training Course 2 Series** (Video). Please refer to the title: *Post Production*.

**A Beginner's Guide to Media Communications** (Print-Non-Fiction). Gause, Val. NTC Publishing Group (MHR), 1997. 144 p. ISBN 0-8442-5937-3 ($23.00 pbk.).

Using examples of students' work, this book describes and illustrates the basics of print and broadcast media. Included are sections giving advice for analysis and production of school newspapers, photographs, yearbooks, radio, television, film, recordings, virtual reality and the Internet. The book contains a table of contents, an index and suggestions for student activities.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** English Language Arts 20

**Between the Lines: Understanding the Media Through a Series of Creative Projects: Grades 8-12** (CD-ROM). National Film Board of Canada **(LRDC)**, 2000. Order no. 9647 ($130.45).

(SK, WNCP) *Between the Lines* presents eight insightful and diverse media projects: "Designing a Public Service Announcement," "Editing the TV News," "Spinning the News," "Ethical Choices," "Creating a Music Video," "Designing a Multimedia Advertising Campaign," "Developing a Soundscape" and "Visual Language." Students are encouraged to expand their repertoire of language skills and strategies through the study of media communication. As the producers, editors and directors, students are given the freedom to create their own thought-provoking media projects using a drag-and-drop interface. The nature of mass media is revealed through video and audio clips and "live" questioning from virtual characters. This two CD-ROM program includes a link to the "Communication Central" website, a glossary of multimedia terms, virtual characters and a customized evaluation component. The two CDs are Windows and MacIntosh compatible.

A comprehensive teacher's guide may be downloaded from the first disk. Instructions on how to use the resource are given, as well as step-by-step instructions on how to use the units in the classroom for a whole course or for independent study.

Saskatchewan Learning distributed copies to high schools in the province. Additional copies may be ordered from the Learning Resources Distribution Centre.

This resource has recently been selected through the Western and Northern Canadian Protocol for Collaboration in Basic Education for English Language Arts.
**Suggested Use:** General
**Other Use:** Arts Education: Secondary Level; English Language Arts 20

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Opportunities in Television, Cable, Video, and Multimedia** (Print-Non-Fiction). Reed, Maxine K. and Reed, Robert M. Facts On File, Inc. (ERD), 1999. 274 p. ISBN 0-8160-3941-0 ($26.44 pbk.).

Although this is an American resource, it does provide an excellent overview to the many careers that are available in several fields of media. Over 100 jobs are described within broad categories such as programming, production, advertising, performance, education and multimedia. Each job, whether it is a video sales clerk or a news anchor, has a description of the position, the average salary, the skills needed, education required and employment prospects. A section on minority and women's opportunities is also included. An index is provided.
**Suggested Use:** Career Development
**Other Use:** Photographics/Graphic Arts

**Career Options for Women Series** (Video). Please refer to the title: *Entertainment.*

**Career Options for Women II Series** (Video). Please refer to the titles: *Film Production* and *Video Games.*

**Careers in Culture** (Kit). Cultural Human Resources Council (CHRC), 1999. No order number is required. ($73.95).

(CAN) Culture is an extremely broad term, and careers in this area vary greatly. This kit contains excellent resources that inform students about the many fields of employment within the cultural section. The six booklets in the kit focus on the information students require to make a decision about careers in film and television, the new media, music and sound recording, the visual arts, writing and publishing, and heritage.

An activity guide accompanies the booklets.

The CD-ROM has two main sections. The Discovery Game takes students through six buildings where they learn about the careers available and what the work involves. The Discovery Centre informs students about the education and training needed as well as how to present yourself to get work. Live video of workers in the cultural section presents various tips for success.

One activity guide and six booklets were sent to each high school in the fall of 2001. Further copies of the kit or individual components can be purchased from the Cultural Human Resources Council.

An online version is available at http://www.culturalhrc.ca.
**Suggested Use:** Career Development
**Other Use:** Arts Education: Grades 6 to 9; Arts Education: Secondary Level; Career and Work Exploration,

**Cel Mates** (Video). National Film Board of Canada (NFB), 1992. 13 min. Order no. 9192 164 ($39.95).

(CAN) Through the use of humour and a "film within a film," three award-winning animators from Winnipeg are profiled. The basics of animation, the painstaking detail and the type of personality needed for this work are addressed.
**Suggested Use:** Animation
**Other Use:** Photographics/Graphic Arts

**Cinéma Vérité: Defining the Moment** (Video). National Film Board of Canada (NFB), 1999. 103 min. Order no. C19199173 ($49.95).

This excellent production traces the history of cinema vérité, or direct cinema, from its beginnings in the '50s and '60s to its influence today. Hollywood films such as the *Blair Witch Project*, music videos and webcams all use the techniques developed by these rebel filmmakers. This is the video to use for students who are keen to learn how the techniques employed today were developed and how they can be more creative in the future. Once students view this documentary, they will realize that documentaries do not have to be dull!
**Suggested Use:** Video Production
**Other Use:** English Language Arts 20

**Communication Technology: Today and Tomorrow. 2nd ed.** (Print-Non-Fiction). Sanders, Mark. Glencoe/McGraw Hill (MHR), 1997. 445 p. ISBN 0-02-838759-7 ($61.07 hdc.).

While this resource does not discuss production technologies specifically, it does take a very broad look at the entire area of communications. This approach results in a book that examines the impact of technology, computers, photography, CAD design and graphic production. Only the last two chapters focus on audio and video systems; however, if teachers are looking for a general introductory book this may fill the need. The book was developed to be used as a student text at the Middle Level. It offers colourful illustrations, an index and a glossary.
**Suggested Use:** General; Survey Course - Middle Level

**Communications: Sending the Message** (Print-Non-Fiction). Streissguth, Thomas. (Innovators Series). The Oliver Press Inc. (OLV), 1997. 144 p. ISBN 1-881508-41-2 ($21.95 U.S. hdc.).

To get a quick overview of the scientists and inventors responsible for the advances in communications technology, this is an excellent resource to use. Starting with Gutenberg and the printing press, the book progresses through people such as Samuel Morse, Bell and Edison. All of these scientists' contributions are discussed, as are the development of the telegraph, radio, television and the computer. Each chapter examines the person, his/her breakthrough discovery and the impact that her/his invention would have on communications. Black-and-white drawings, photographs and maps illustrate the easy-to-read text. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**The Communicator's Handbook: Tools, Techniques and Technology. 4th. ed.** (Print-Non-Fiction). Calvert, Patricia, ed. Maupin House Publishing (ARL), 2000. 232 p. ISBN 0-929895-32-0 ($37.95 U.S. pbk.).

This resource gives practical advice to aid effective communication in newspapers, magazines, newsletters and brochures. It also guides communication in radio, television news, multimedia, video and public speaking in several contexts. Included are sections dealing with photography, graphic and exhibit design, the Internet, and emerging issues in communication. The book contains a table of contents and numerous visuals.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Photographics/Graphic Arts

**The Complete Film Dictionary. 2nd ed.** (Print-Non-Fiction). Konigsberg, Ira. Penguin USA (CDS), 1998. 469 p. ISBN 0-14-051393-0 ($26.99 pbk.).

The *Complete Film Dictionary* is an ideal reference source for the resource centre. It provides short and concise descriptions to virtually all aspects of filmmaking. In an A-to-Z format it addresses topics such as accelerated montage to key light and war films. The people, the technology and the achievements are all covered in this excellent

volume. Black-and-white photographs and line drawings illustrate the main topics.
**Suggested Use:** General

**Computer Careers for Artists** (Video). Double Diamond Corporation (CVE), 1994. 23 min. Order no. B6VH5621 ($70.00 U.S.).

This video does an excellent job of showing how computer animation skills can lead to a career in the computer industry. Through examining the history of computer graphics and the skills needed to be a graphic artist, the foundations needed for a career in the computer industry are laid. Successful graphic artists who use computers extensively are interviewed. Students will learn that creativity and hard work are still the key ingredients of success. The use of excellent visuals makes the video appealing.
**Suggested Use:** Animation; Career Development
**Other Use:** Photographics/Graphic Arts

**Constructing Reality: Exploring Media Issues in Documentary** (Kit). Mosocovitch, Arlene. (Constructing Reality Series). National Film Board of Canada (NFB), 1993. Resource Book and 6 videos - Order no. 193C9193062/ECO ($399.00 kit).

(CAN) This kit shows how filmmakers shape a particular viewpoint and version of the story for viewers. Through reference to National Film Board productions and interviews with Canadian filmmaking personnel, the manual highlights the responsibilities of filmmakers and the awareness required by viewers as they create or analyze documentaries and docudramas. Visuals from film productions illustrate various aspects of filmmaking, point of view, bias, the use of violence, and representations of race, gender and class. The six-part video package provides 32 powerful films and study excerpts from the National Film Board and the independent film industry, plus two films created especially for the package–*What Is Documentary?* and *Techno-babies: The Making of a Television Documentary*. The videos vary in length, but in total provide nine hours of viewing. Included in the accompanying print are ideas for discussion and activity, an index and glossary of film and video terms, and indexes of articles, filmmakers and themes.
**Suggested Use:** Legal and Ethical Issues
**Other Use:** Arts Education: Secondary Level; English Language Arts 20

**Constructing Reality Series** (Kit). Please refer to the title: *Constructing Reality: Exploring Media Issues in Documentary.*

**Cool Jobs Series** (Video). Please refer to the titles: *Film Industry,* and *Multimedia.*

**Creative Editing** (Video). (The BBC TV Production Training Course 1 Series). BBC Enterprises (KIN), 1982. Order no. FFH 2246 ($545.00).

This four-part video series takes a very complete look at the editing process. The first segment of the series includes a 25-minute horror film in its completed state. The second video contains 98 minutes of rushes from which the completed film was made. By using editing equipment, students can create their own versions from these scenes. The third video contains music and sound effects that are needed to make the film realistic, while the last video is the 15-minute director's cut. Instructions and discussions of the process are included at all stages.
**Suggested Use:** Production Facilities; Video Production

**Dave's Quick 'n' Easy Web Pages: An Introductory Guide to Creating Web Sites. 2nd ed.** (Print-Non-Fiction). Lindsay, Dave and Lindsay, Sean, illus. Erin Publications (ERN), 2001. 116 p. ISBN 0-9690609-8-X ($18.95 pbk.).

As the title states, this is an excellent resource to use when there is a need to create your own website. The areas of layout, hyperlinks, colour, images, sound, animated images and banners are all covered in a step-by-step approach. An index is included.
**Suggested Use:** Multimedia Productions

**Other Use:** Computer Science; Information Processing; Photographics/Graphic Arts

**Directing the Documentary. 3rd ed.** (Print-Non-Fiction). Rabiger, Michael. Focal Press (VLI), 1998. 430 p. ISBN 0-240-80270-5 ($102.50 pbk.).

Written for the serious filmmaker, this technical book provides a practical blueprint for producing a successful documentary film. In addition to basic documentary foundations, it explores the documentary's history and development, and it offers expanded coverage of film language, ethics and preparing the proposal. It also addresses issues of aesthetics, authorship, education and careers in documentary filmmaking. Hands-on activities that teach necessary skills through action are presented. It offers a table of contents, a glossary, an index and appendices of interview questions, sample forms and a filmography.
**Suggested Use:** Survey Course - Secondary Level; Video Production; Teacher Reference

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Electronic Moviemaking. 4th ed.** (Print-Non-Fiction). Gross, Lynne S. and Ward, Larry W. (Wadsworth Series in Television and Film). Wadsworth Publishers of Canada Ltd. (NEL), 2000. 296 p. ISBN 0-534-55971-9 ($77.50 pbk.).

In this resource, the authors take the reader through the entire process of producing a motion picture using video technology. Within each section on preproduction, production and postproduction there are several chapters looking at the details of each area. Examples of areas covered include "developing the script," "cameras and lenses," "lights and filters," "microphones and recorders," "editing" and "structuring sound." The illustrations and tables help clarify the concepts that are presented. An index and a glossary are included.
**Suggested Use:** Video Production

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Entertainment** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6848. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This video from the *Career Options for Women Series* focuses on the entertainment industry which offers a variety of careers behind the camera as well as in digital post-production and animation. Viewers are given the opportunity to go behind the scenes and explore the entertainment careers of three very creative women–a photojournalist, a film colourist and an animation storyboard artist. The program also assures viewers that Canada's reputation as "Hollywood North" is well deserved. This means that there is a wealth of opportunities right here at home!

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Arts Education: Grades 6 to 9; Arts Education: Secondary Level; Photographics/Graphic Arts; Photographics/Photography

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Expert Guide Series** (Print-Non-Fiction). Please refer to the title: *Filming a Blockbuster.*

**Film and Video Lighting Terms and Concepts** (Print-Non-Fiction). Femcase, Richard K. (Focal Handbooks Series). Focal Press (VLI), 1995. 170 p. ISBN 0-240-80157-1 ($58.50 pbk.).

For students heading off to a professional shoot or into a production studio, this book will be an asset. It will familiarize them with terms and equipment they might encounter around lighting. Using a straightforward alphabetical approach, each of the lighting terms is covered in a very concise manner, ranging from two lines to half a page. There are several illustrations to support the terms being discussed. The types of terms defined range from instruments, techniques and technical concepts to popular phrases of the trade.
**Suggested Use:** Production Facilities; Video Production

**Film Industry** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min.

Dup. order no. V1012.

On the set of "2030 CE," a dramatic series for youth filmed in Winnipeg, the host interviews the director, production manager, best boy and dolly grip about their work. Val Shantz, Director of Film Training Manitoba, talks about training options for young people.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Life Transitions

**Film Lighting: Talks With Hollywood's Cinematographers and Gaffers** (Print-Non-Fiction). Malkiewicz, Kris and Gryboski, Barbara J. Fireside Bks. (SHU), 1992. 198 p. ISBN 0-671-76634-1 ($31.00 pbk.).

If anyone had any doubts about the importance of light in creating film and video, this resource will quickly dispel them. Through an examination of the technology combined with interviews with leading cinematographers and photographs to illustrate the concepts, students will be able to learn the many aspects of lighting. An index and a glossary are included.
**Suggested Use:** Production Facilities; Video Production

**Film Production** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V716. Teacher's Guide for series - Order no. G712 ($8.49 spiral-bound).

(CAN) This program from the second *Career Options for Women Series* features three women who work in the area of film production. The film industry contributes over $3 billion annually in Canada and accounts for almost 30 000 Canadian jobs. While much of the work is for U.S. productions, Canadian film production has increased over the last 10 years. This program focuses on jobs in the production side of the industry.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9

**Film Production Technique: Creating the Accomplished Image. 3rd ed.** (Print-Non-Fiction). Mamer, Bruce. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2003. 444 p. ISBN 0-534-56477-1 ($76.50 pbk.).

This excellent resource provides an overview of all the techniques students will need to create a successful film or video. Using photographs from classic films, as well as drawings, the techniques being discussed can easily be understood and practised. Some of the major areas covered include creating the shots, lighting and exposure, shooting and editing. Within each major area, there is detailed information on several subjects such as language of the camera, formats, threading procedures and angles. An index and a glossary are included.
**Suggested Use:** Production Facilities; Survey Course - Secondary Level; Video Production

**Filming a Blockbuster** (Print-Non-Fiction). Mellett, Peter and James, John, illus. (Expert Guide Series). Heinemann Educational Bks (SBC), 1999. 32 p. ISBN 1-57572-686-6 ($30.65 hdc.).

This resource provides a complete and simple exploration of the movie-making process. It provides much the same information as in *Film Production Techniques*, but at an introductory level. The colourful drawings help illustrate the key points about preproduction, casting, location, soundstage, special effects, editing and sound production. An index and a glossary are included.
**Suggested Use:** Survey Course - Middle Level; Video Production

**The Filmmaker's Handbook: A Comprehensive Guide for the Digital Age** (Print-Non-Fiction) Ascher, Steven and Pincus, Edward. Penguin USA (CDS ), 1999. 614 p. ISBN 0-452-27957-7 ($29.00 pbk.).

As the subtitle indicates, this is an excellent comprehensive guide to film and video production. Extensive coverage is given to topics such as lenses, filters, camcorders,

sound, lighting, editing and distribution. Each main topic is divided into several sub-sections and line drawings and photographs are used to illustrate the concept under discussion. While some of the content may be a little advanced for high school, the book does serve as an excellent reference to find more detailed information about a topic of interest. An index is included.
**Suggested Use:** General; Teacher Reference

**Focal Handbooks Series** (Print-Non-Fiction). Please refer to the title: *Film and Video Lighting Terms and Concepts.*

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Harnessing 3D Studio MAX: Release 3** (Print-Non-Fiction). Bousquet, Michele. Autodesk, Inc. (NEL), 2000. 830 p. ISBN 0-7668-0576-X ($62.50 pbk.).

If students are using *3D Studio Max*, this book will help them to master the commands and concepts of this popular animation software. Because this program is quite technical, the book will be very useful as it gives examples with specific descriptions and instructions. It begins with an overview of 3D basics and then leads the user through a step-by-step learning process, starting with loading the program. Each lesson builds on the previous ones, and there are exercises at the end of each chapter to test progress. Sample drawings throughout the text illustrate the points being discussed. An index is included. The accompanying CD-ROM contains drawing files and animations that are linked to the tutorials and exercises.
**Suggested Use:** Animation
**Other Use:** Photographics/Graphic Arts

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the

latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Hooper White on Creating & Producing Effective TV Commercials** (Video). NTC Publishing Group (MHR), 1994. 55 min. ISBN 0-8442-3302-1 ($83.95).

This video explores a variety of approaches in creating television advertising through the review of a series of award-winning commercials. Some of the techniques are becoming dated, but the creative approaches outlined may offer inspiration for students who are developing their own commercials. This video can be used as a supplement to the book *How to Produce Effective TV Commercials*.
**Suggested Use:** Video Production

**How to Design Your Own Website, Parts 1 & 2** (Video). Educational Video Network (MCI), 2000. 16 min./12 min. Order no. 460207 ($129.00).

The title is self-explanatory. Part 1 discusses what a website is, why it is important, the vocabulary of site design and what tools are needed for building a website. Part 2 describes how, using HTML, a website is created. It focuses on tags, hyperlinks, creating graphics and how to upload a website.
**Suggested Use:** Multimedia Production
**Other Use:** Computer Science; Information Processing

**How to Make Your Own Great Videos With Just a Camcorder** (Video). NoodleHead Network (MCI), 1992. 26 min. Order no. 352700-61 ($89.00).

Created by high school students, this program illustrates the basics of producing a video. The students follow the necessary processes in a step-by-step fashion to create their video. Practical tips are given on point of view, lighting, audio, animation, camera shots and movements. By today's standards, the video is getting a little dated, but the techniques are still applicable.
**Suggested Use:** Video Production

**How to Make Your Own Video** (Print-Non-Fiction). Schwartz, Perry. (Media Workshop Series). Lerner Publications (FHW), 1991. 72 p. ISBN 0-8225-2301-9 ($34.95 hdc.).

This book explains the elements of storytelling and the technical basics needed to make a great video. It includes information about the following:

- features to look for–and what to avoid–in a camcorder
- preparation for a video shoot
- all standard camcorder features, including auto focus, zoom lens, white balance and shutter
- writing a video script
- developing and telling an interesting story
- concepts such as depth of field and composition
- camera angles, shots, sequences and special effects.

The simple text is embellished with numerous, attractive photographs and diagrams in both colour and black-and-white. Included are a table of contents, a glossary and an index.
**Suggested Use:** Survey Course - Secondary Level; Video Production
**Other Use:** Arts Education: Secondary Level

**How to Produce Effective TV Commercials. 3rd ed.** (Print-Non-Fiction). White, Hooper. NTC Publishing Group (MHR), 1994. 279 p. ISBN 0-8442-3017-0 ($66.95 hdc.).

As the title indicates, this resource will lead the student step-by-step through the process of making television commercials. The expanded table of contents is useful in leading the reader to the appropriate section, whether it is about using animated graphics or selecting music for atmosphere. Each chapter ends with a summation of the key points. Black-and-white photographs throughout the text help to illustrate the point being discussed.
**Suggested Use:** Video Production; Teacher

**HTML Complete. 2nd ed.** (Print-Non-Fiction). Sybex, Inc. (FIR), 2000. 1010 p. ISBN 0-7821-2801-7 ($29.95 pbk.).

Creating web pages is a skill that can be used in several courses. This book provides an excellent introduction to all the essentials and in addition presents information that will be useful for the intermediate and advanced user. Following an introduction to HTML, there are separate chapters dealing with site design, adding graphics, web typography, using style sheets and how to optimize web pages for Explorer and Netscape. Discussions about advanced features such as Perl, JavaScript and XHTML are also included. Because the material does not cover a specific version it will be of continuous value. A master reference to HTML tags is included, as is an index.
**Suggested Use:** Multimedia Production
**Other Use:** Computer Science; Information Processing; Photographics/Graphic Arts

**In Darkest Hollywood: Cinema and Apartheid** (Video). Villon Films **(MGR)**, 1993. 56 min. Part 1 - Dup. order no. V6788. Part 2 - Dup. order no. V6789. Teacher's Guide for series - Order no. G6788 ($8.10 loose-leaf).

This series examines the role of cinema in both supporting and attacking apartheid. It questions Hollywood's commitment to racial stereotypes and reluctance to depict black heroes.

Part One of *In Darkest Hollywood* tells how almost from the beginning of cinema, filmmakers have looked at the continent of Africa with a mixture of fear and fascination, prejudice and contempt. Through a mosaic of feature, documentary and propaganda films, with commentary by writers, directors and actors, some of whom supported apartheid, and others who fought to destroy it, this program turns the lens towards the filmmakers and to the society they so often misunderstood and misrepresented.

Part Two describes how during much of the period of apartheid in South Africa (1948-1990), the cinema largely ignored discrimination against black Africans. It also addresses the ways that Hollywood has begun to remedy that situation, and it touches on censorship in South Africa.

Supporting print is available from Media Group.
**Suggested Use:** Legal and Ethical Issues
**Other Use:** Arts Education: Secondary Level; Social Studies 20/History 20

**Innovators Series** (Print-Non-Fiction). Please refer to the title: *Communications: Sending the Message.*

**Learning PowerPoint 2000** (Print-Non-Fiction). DDC Publishing (PRN), 1999. 270 p. ISBN 1-56243-706-2 ($52.88 coil-bound).

While *PowerPoint Workshop for Teachers* is aimed at helping classroom teachers use PowerPoint in their classroom, this resource is strictly meant as a student resource. The book is divided into 50 exercises that are very easy to follow. In a progressive manner the book covers all the basic skills and proceeds to advanced procedures such as adding narration and music, exporting to 35mm slides and saving a presentation as a website. Each exercise outlines the skills that will be covered, applications for on-the-job use, new terms and step-by-step procedures. Illustrations are used throughout the resource to highlight the key points. An index is included.
**Suggested Use:** Multimedia Production

**Lighting for Film and Electronic Cinematography** (Print-Non-Fiction). Viera, Dave and Viera, Maria. Wadsworth Publishers of Canada Ltd. (NEL), 1993. 336 p. ISBN 0-534-12810-6 ($79.00 pbk.).

From the basic to the advanced aspects of lighting, this well-illustrated resource will provide the necessary information students will need for their video productions. By

analyzing examples from films and photographs, the basic principles necessary for designing and implementing lighting set-ups are presented. The appendixes provide additional technical information. A glossary and an index are included.
**Suggested Use:** Production Facilities; Video Production; Teacher Reference

**Lighting for Video. 3rd ed.** (Print-Non-Fiction). Millerson, Gerald. (Media Manual Series). Focal Press (VLI), 1991. 154 p. ISBN 0-240-51303-7 ($58.50 pbk.).

Although fairly technical in nature, this resource will provide the answers to most lighting problems encountered during a video shoot. The excellent table of contents will easily guide the user to the areas of interest. Each of the two-page entries has basic information covering the topic and drawings or photographs to illustrate the point. A comprehensive glossary is included.
**Suggested Use:** Production Facilities; Video Production; Teacher Reference

**The Making of the Maximum Dimension** (Video). (Maximum Dimension Series I). Heartland Motion Pictures **(MGR)**, 1999. 30 min. Dup. order no. V321.

(SK) This program explores the production process for the series, *Maximum Dimension.*
**Suggested Use:** Video Production

**Maximum Dimension Series I** (Video). Please refer to the title: *The Making of the Maximum Dimension.*

**Media Manual Series** (Print-Non-Fiction). Please refer to the titles: *Lighting for Video and Video Camera Techniques.*

**Media Workshop Series** (Print-Non-Fiction). Please refer to the title: *How to Make Your Own Video.*

**The Missing Link: The Software Career Mystery Kit** (CD-ROM). Software Human Resources Council (Canada) Inc. (SFW), n.d. ($FREE).

(CAN) The Missing Link is a game that will give students some insight into career opportunities that exist in the software industry. While playing the game students will also learn about the skills that are needed and the software applications that lead to careers.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Computer Science; Information Processing; Photographics/Graphic Arts;

**Modern Radio Production: Production, Programming, and Performance. 5th ed.** (Print-Non-Fiction). Benoit, Philip, Hausman, Carl and O'Donnell, Lewis B. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2000. 414 p. ISBN 0-534-56106-3 ($68.50 hdc.).

Although schools may not have some of the professional equipment shown, the techniques and processes highlighted in this resource are very applicable. The text looks at the equipment and how to use it, the techniques of splicing and on-air production, and the application of this knowledge in producing various types of radio programs. A glossary and an index are included.
**Suggested Use:** Audio Production; Production Facilities

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Multimedia** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min. Dup. order no. V1011.

In this program viewers explore cool jobs available in web design, nonlinear editing, graphic design, and special digital effects. The cool job hosts learn about the education and training needed to work with Frantic Films, digital special effects gurus responsible for scenes in *Swordfish* and *Storm of the Century*.
**Suggested Use:** Career Development
**Other Use:** Photographics/Graphic Arts

**Orchestrating Multimedia: An Introduction to Planning and Storyboarding Educational Multimedia** (CD-ROM). Welsh, Marilyn. Irwin Publishing Inc. (NEL), 1998. ISBN 0-7725-2462-9 ($61.50).

(CAN) This is an integrated interactive CD-ROM and book package that introduces teachers to the planning and design of educational multimedia. The book provides depth in a print format, while the CD provides interactive lessons and examples. The layout of the text and CD allows the users to progress at their own rate in a step-by-step fashion. The basic elements of multimedia are covered, as is the planning process. Reproducible worksheets are included in this kit. A glossary is provided.
**Suggested Use**: Multimedia Production; Teacher Reference

**Post Production** (Video). (The BBC TV Production Training Course 2 Series). BBC Enterprises (KIN), 1993. 45 min. Order no. FFH 4147 ($144.95).

Through the use of examples, both correct and incorrect, students can see the proper ways of editing a video to get good results. Some of the areas covered include how to expand and contract real time when editing, how to edit a series of interviews and how best to direct dialogue in a drama so that the editing does not cause a loss of dramatic effect.
**Suggested Use:** Video Production

**PowerPoint Workshop for Teachers** (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 1999. 200 p. ISBN 1-57809-808-4 ($29.95 U.S. coil-bound).

Whether new or experienced with PowerPoint, people will discover this resource can provide many excellent ideas. The step-by-step lessons provide excellent background information to PowerPoint and the most effective presentation methods. Topics such as preparing a presentation for the web are part of the more advanced features while the basics are covered in topics such as inserting text boxes and clip art, timing and using AutoShapes. Examples of student projects and teacher lesson ideas from across the curriculum are included. The enclosed CD-ROM contains sample activities and templates that relate to the text. An index is included.
**Suggested Use:** Multimedia Production; Teacher Reference

**The Producer's Notes for Making of Guitarman** (Video). Heartland Motion Pictures **(MGR)**, 1993. 24 min. Dup. order no. V2933.

(SK) Viewers have an opportunity to take a behind-the-scenes look at the production of *Guitarman*, Saskatchewan's first feature-length motion picture. *Guitarman* is Will Dixon's interpretation of the Pied Piper fable.
**Suggested Use:** Video Production
**Other Use:** Arts Education: Secondary Level

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teacher's Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Salt** (Video). National Film Board of Canada (NFB), 2000. 78 min. Order no. C9100 129 ($49.95).

(CAN) This video is composed of four short films produced and written by four young women who were attending an alternative school in Montreal. The topics include different perspectives on the lives of youth and issues important to them—namely the school system, today's punk movement, self-mutilation and the independent music scene. Each film is well done, with bright, intelligent comments and insights provided by the young people involved. Information about the young producers is included. This is an excellent video to share with students who are interested in making their own video documentaries.

Teachers should be aware that the topics filmed contain sensitive content that is handled in a mature manner.
**Suggested Use:** Video Production
**Other Use:** Arts Education: Secondary Level; Canadian Studies

**Screenplay: The Foundations of Screenwriting. Expanded ed.** (Print-Non-Fiction). Field, Syd. Dell Publishing Co., Inc. (RAN), 1994. 262 p. ISBN 0-440-57647-4 ($22.95 pbk.).

This resource provides easily understood advice for each stage in the process of writing film scripts. The book helps novice writers create and build characters, sequence action, write effective beginnings and adapt stories for the screen. Each chapter suggests a writing exercise based on the topic. Included are a table of contents and an index.
**Suggested Use:** Scriptwriting
**Other Use:** English Language Arts 20

**The Screenwriter's Bible: A Complete Guide to Writing, Formatting, and Selling Your Script. 3rd ed.** (Print-Non-Fiction). Trottier, David. Silman-James Press (CDS), 1998. 314 p. ISBN 1-879505-44-4 ($30.95 pbk.).

This resource is five books in one. It is all of the following:

- a screenwriting primer that provides a concise presentation of screenwriting basics
- a formatting guide that presents correct formats for both screenplays and teleplays
- a screenwriting workbook that walks the writer through the writing process, from nascent ideas through revisions
- a sales and marketing guide that presents proven marketing plans and sales strategies

- a resource guide that provides addresses and contacts for industry organizations, guilds, schools, publications, support groups, services and contests.

Among its wealth of practical information are sample query letters, useful checklists, hundreds of examples, sample scenes and straightforward explanations of screenwriting fundamentals. Included are a table of contents and an index.
**Suggested Use:** Scriptwriting

**Sight, Sound, Motion: Applied Media Aesthetics. 3rd ed.** (Print-Non-Fiction). Zettl, Herbert. Wadsworth Publishers of Canada Ltd. (NEL), 1999. 407 p. ISBN 0-534-52677-2 ($97.00 hdc.).

This resource works very well for students who have a knowledge of the technical parts of video and want to expand into applying aesthetic elements to manipulate perceptions. The table of contents is very complete and will lead the user to areas that address topics such as using light to create a feeling for an event, the function of colour, the effects of two-, three-, and four-dimensional fields and the use of sound for mood. The book is well illustrated with colour and black-and-white photographs. An index is included.
**Suggested Use:** Video Production

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www.15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Television News. 4th ed.** (Print-Non-Fiction). Yorke, Ivor and Alexander, Ray. Focal Press (VLI), 2000. 233 p. ISBN 0-240-51615-X ($74.95 pbk.).

Through the use of this book, students will be able to have most of their questions about television news answered. It addresses the editorial and production processes that are needed to bring television news to the viewer. Some of the areas covered include careers, job descriptions, writing, reporting, filming, production and the convergence of media. The book is British based, but most of the information applies to Canada. Illustrated with photographs and drawings, *Television News* will give a good introduction to an area that students may be looking at as a possible career.
**Suggested Use:** General

**Television Production Handbook. 8th ed.** (Print-Non-Fiction). Zettl, Herbert. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2003. 566 p. ISBN 0-534-56377-5 ($97.50 hdc.).

Viewed as the industry standard, this text provides full coverage of all aspects of television production. The organization of the text easily directs students to the information that is appropriate for their level of knowledge. Cameras, lighting, audio, editing and visual effects are just some of the areas covered. Each chapter starts with key terms and ends with a summation of the main points covered. The book is well illustrated and also contains a glossary and an index.

**Suggested Use:** Production Facilities; Video Production

**Television Production Today. 3rd ed.** (Print-Non-Fiction). Bielak, Mark. NTC Publishing Group (MHR), 1995. 259 p. ISBN 0-8442-5082-1 ($65.30 hdc.). Teacher's Resource Book - ISBN 0-8442-5080-5 ($35.20 pbk.).

This American resource is an introduction to planning, writing, directing and producing television and video programs. The book discusses television in terms of its medium and its message as a preamble to chapters giving ideas for effective use of the camera, sound quality and effects, script writing, the production team, recording and editing for television and types of careers in television broadcasting. Included are a table of contents, a glossary, an index and numerous photographs.

A teacher's resource book suggests activities and provides sample assessment forms.
**Suggested Use:** Video Production
**Other Use:** English Language Arts 20

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Video, Audio & Multimedia Systems** (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 16 min. Order no. 700306 ($109.00).

An overview of production techniques in video, audio and multimedia is given in this video. While scenes of the techniques are played, a narrator discusses each process. Although very brief in its treatment of the three areas, the video can be used as a quick introduction to the field.
**Suggested Use:** Audio Production; Multimedia Production; Video Production

**Video Basics 3** (Print-Non-Fiction). Zettl, Herbert. Wadsworth Publishers of Canada Ltd. (NEL), 2001. 394 p. ISBN 0-534-52624-1 ($93.95 pbk.). Instructor's Manual - ISBN 0-534-52627-6 ($66.50 pbk.).

This is an excellent resource to support students who are learning how to translate their ideas into video images. The text looks at the total video production process, not just equipment. Coverage includes the people within the process, image creation, video recording and talent. The use of objectives, the highlighting of key concepts and the inclusion of photographs and drawings all help to make the text very student friendly. An index and a glossary are included.

Please note that it is not necessary to subscribe to the InfoTrac free trial period that comes as an insert with the book. At the time of printing, there is a provincial licence agreement providing free access to all schools in the province.

The instructor's manual provides teaching tips and several suggested activities for each chapter.
**Suggested Use:** Video Production

**Video Camera Techniques. 2nd ed.** (Print-Non-Fiction). Millerson, Gerald. (Media Manual Series). Focal Press (VLI), 1994. 175 p. ISBN 0-240-51376-2 ($58.50 pbk.).

If teachers are looking for easily accessible, advanced information on video camera techniques, this text can provide the answers. Using one-to-two-page spreads, most areas of video production are covered in a succinct fashion with line drawings to illustrate the concept being discussed. These concepts range from the type of viewfinders and the camera tripod to lens angle problems, depth of field and dolly shots. A glossary is included.

**Suggested Use:** Video Production; Teacher Reference

**Video Communication & Production** (Print-Non-Fiction). Stinson, Jim. Goodheart-Willcox Publisher (NEL), 2002. 368 p. ISBN 1-56637-798-6 ($70.95 hdc.).

This resource does a good job of dealing with all aspects of video production including basic camera operation, video composition, video time and space, focus and exposure and lighting. Audio, as it relates to video production, is covered in two chapters. Several chapters deal with program development (e.g., storyboards, treatments and scripts), production planning (e.g., logistics, crew and cast, equipment and supplies), directing and editing (e.g., operations, principles, linear and non-linear editing). A glossary is included.

Purchasing a class set for students is not recommended.
**Suggested Use:** General; Survey Course - Secondary Level

**Video Games** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order no. V723. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

(CAN) This program from the second *Career Options for Women Series* features three women who work in the rapidly evolving video game industry. These women work in careers such as background model's, 2D animator and a 3D animator. Other types of work in this industry include 3D engineers and 3D production artists, programmers, audio engineers and game designers.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Photographics/Graphic Arts

**Wadsworth Series in Production** (Print-Non-Fiction). Please refer to the titles: *Film Production Technique: Creating the Accomplished Image* and *Modern Radio Production: Production, Programming,* and *Performance.*

**Wadsworth Series in Television and Film** (Print-Non-Fiction). Please refer to the title: *Electronic Moviemaking.*

**The Way We Communicate Series** (Video). Please refer to the title: *Video, Audio & Multimedia Systems.*

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00)

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials is stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Writing the Short Film. 2nd ed.** (Print-Non-Fiction). Cooper, Pat and Dancyger, Ken. Focal Press (VLI), 2000. 308 p. ISBN 0-240-80369-8 ($57.95 pbk.).

This resource gives background information and suggestions to guide the process of short film writing. Included are chapters dealing with finding stories, shaping and framing plots, characterization, and visualization through sound, location, dialogue and images. The book contains a table of contents, an index and five short screenplays.
**Suggested Use**: Scriptwriting
**Other Use:** Arts Education: Secondary Level; English Language Arts 20

**Zettl's Video Lab 2.1** (CD-ROM).
Wadsworth Publishers of Canada Ltd. (NEL),
1997. ISBN 0-534-52936-4 ($95.50).

With this CD-ROM product, students can learn the basics of video production interactively by becoming part of a virtual studio. They can have hands-on video production experience with cameras, lighting, audio, process and editing. There are Internet links to the online version and quizzes with record-tracking facilities.
**Suggested Use:** Video Production

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Multimedia Literacy. 2nd ed.** (Print-Non-Fiction). Hofstetter, Fred T. and Fox, Patricia. McGraw-Hill Ryerson Limited, 1997. 522 p.

This hands-on manual will assist the novice in learning the skills of creating presentations and websites. It also examines the changes that multimedia is bringing to the world. The expanded table of contents gives very easy access to many areas of interest, whether it is creating public service kiosks, a buyer's checklist, screen design principles, digital video, MIDI sequencing or creating multimedia CDs. Colour photographs and drawings enhance this comprehensive examination of the world of multimedia. Each chapter offers objectives and review exercises. An index and a glossary are included.

The accompanying CD contains tutorials and demonstration versions of the most successful commercial products.
**Suggested Use:** Multimedia Production
**Other Use:** Information Processing; Photographics/Graphic Arts

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Communication Production Technology 10, 20, 30. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other communication production technology resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Audio in Media. 6th ed.** (Print-Non-Fiction). Alten, Stanley R. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2002. 502 p. ISBN 0-534-54804-0 ($100.00 hdc.).

**Between the Lines: Understanding the Media Through a Series of Creative Projects: Grades 8-12** (CD-ROM). National Film Board of Canada **(LRDC)**, 2000. Order no. 9647 ($130.45).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**The Communicator's Handbook: Tools, Techniques and Technology. 4th. ed.** (Print-Non-Fiction). Calvert, Patricia, ed. Maupin House Publishing (ARL), 2000. 232 p. ISBN 0-929895-32-0 ($37.95 U.S. pbk.).

**Directing the Documentary. 3rd ed.** (Print-Non-Fiction). Rabiger, Michael. Focal Press (VLI), 1998. 430 p. ISBN 0-240-80270-5 ($102.50 pbk.).

**Electronic Moviemaking. 4th ed.** (Print-Non-Fiction). Gross, Lynne S. and Ward, Larry W. (Wadsworth Series in Television and Film). Wadsworth Publishers of Canada Ltd. (NEL), 2000. 296 p. ISBN 0-534-55971-9 ($77.50 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Film Production Technique: Creating the Accomplished Image. 3rd ed.** (Print-Non-Fiction). Mamer, Bruce. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2003. 444 p. ISBN 0-534-56477-1 ($76.50 pbk.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Modern Radio Production: Production, Programming, and Performance. 5th ed.** (Print-Non-Fiction). Benoit, Philip, Hausman, Carl and O'Donnell, Lewis B. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2000. 414 p. ISBN 0-534-56106-3 ($68.50 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

**Sight, Sound, Motion: Applied Media Aesthetics. 3rd ed.** (Print-Non-Fiction). Zettl, Herbert. Wadsworth Publishers of Canada Ltd. (NEL), 1999. 407 p. ISBN 0-534-52677-2 ($97.00 hdc.).

**Television Production Handbook. 8th ed.** (Print-Non-Fiction). Zettl, Herbert. (Wadsworth Series in Production). Wadsworth Publishers of Canada Ltd. (NEL), 2003. 566 p. ISBN 0-534-55989-1 ($97.50 hdc.).

**Video Basics 3** (Print-Non-Fiction). Zettl, Herbert. Wadsworth Publishers of Canada Ltd. (NEL), 2001. 394 p. ISBN 0-534-52624-1 ($93.95 pbk.). Instructor's Manual - ISBN 0-534-52627-6 ($66.50 pbk.).

**Video Communication & Production** (Print-Non-Fiction). Stinson, Jim. Goodheart-Willcox Publisher (NEL), 2002. 368 p. ISBN 1-56637-798-6 ($70.95 hdc.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Entertainment** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6848. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Film Industry** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min. Dup. order no. V1012.

**Film Production** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V716. Teacher's Guide for series – Order no. G712 ($8.49 spiral-bound).

**In Darkest Hollywood: Cinema and Apartheid** (Video). Villon Films **(MGR)**, 1993. 56 min. Part 1 - Dup. order no. V6788. Part 2 - Dup. order no. V6789. Teacher's Guide for series - Order no. G6788 ($8.10 loose-leaf).

**The Making of the Maximum Dimension** (Video). (Maximum Dimension Series I). Heartland Motion Pictures **(MGR)**, 1999. 30 min. Dup. order no. V321.

**Multimedia** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min. Dup. order no. V1011.

**The Producer's Notes for Making of Guitarman** (Video). Heartland Motion Pictures **(MGR)**, 1993. 24 min. Dup. order no. V2933.

**Video Game** (Video). (Career Options For Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order no. V723. Teacher's Guide for series - Order no. G712 ($8.49 spiral-bound).

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*The Audio and Video Clips*
http://www.bctv.net/webct_help/designer/pages/page_audvid.html#namevideo

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Copyright and Intellectual Property and Web Page Design*
http://www.sla.org/chapter/ctor/toolbox/resource/index.html

*Desktop Video Handbook*
http://www.videouniversity.com/dtvmenu.htm

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*How Stuff Works: Electronic Devices*
http://howstuffworks.com/channel.htm?ch=electronics

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Media Awareness Network*
http://www.media-awareness.ca/eng/

*Media Communications Association International*
http://www.itva.org

*MiniDisc Community Portal*
http://www.minidisc.org/index.html

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Power Point in the Classroom*
http://www.actden.com/ppl/

*Rane Professional Audio Products*
http://www.rane.com

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Schooltv.com*
http://www.schooltv.com

*WITNESS: Using Video and Technology to Fight for Human Rights*
http://www.witness.org

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Animation

Animation: Basic Camera Techniques
Cel Mates
Computer Careers for Artists
Harnessing 3D Studio MAX: Release 3

### Audio Production

Audio in Media
Basics of Video Sound
Modern Radio Production: Production
Video, Audio & Multimedia Systems

### Career Development

Animation: Basic Camera Techniques
Blueprint for Life/Work Designs
Career Opportunities in Television
Careers in Culture
Computer Careers for Artists
Entertainment
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Film Industry
Film Production
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
The Missing Link: The Software Career
Multimedia
Step Into the World of Workplace Learning: A
Video Games

### General

A Beginner's Guide to Media
Between the Lines: Understanding the Media
Communication Technology: Today and
Communications: Sending the Message
The Communicator's Handbook: Tools, Tech
The Complete Film Dictionary
The Filmmaker's Handbook: A
Television News
Video Communication & Production

### Legal and Ethical Issues

Constructing Reality: Exploring Media
In Darkest Hollywood: Cinema

### Multimedia Production

Dave's Quick 'n' Easy Web Pages: An
How to Design Your Own Website
HTML Complete
Learning PowerPoint 2000
Multimedia Literacy **(Out of Print Section)**
Orchestrating Multimedia
PowerPoint Workshop for Teachers
Video, Audio & Multimedia Systems

### Production Facilities

Creative Editing
Film and Video Lighting Terms and
Film Lighting: Talks With Hollywood's
Film Production Technique: Creating the
Lighting for Film and Electronic
Lighting for Video
Modern Radio Production: Production
Television Production Handbook

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

### Scriptwriting

Screenplay: The Foundations of
The Screenwriter's Bible: A Complete
Writing the Short Film

### Survey Course - Middle Level

Communication Technology: Today and
Communications: Sending the Message
The Communicator's Handbook: Tools
Filming a Blockbuster
Helping Solve the **(Out of Print Section)**
Video Communication & Production

### Survey Course - Secondary Level

A Beginner's Guide to Media
Communications: Sending the Message
The Communicator's Handbook: Tools
Film Production Technique: Creating the
Helping Solve the **(Out of Print Section)**
How to Make Your Own Video
Video Communication & Production

### Teacher Reference

Basic Lighting Worktext for Film and
Blueprint for Life/Work Designs
Directing the Documentary
Essential Skills/Compétences Essentielles
The Filmmaker's Handbook: A
Guide for New Workers: Counsellor
How to Produce Effective TV Commercials
Lighting for Film and Electronic
Lighting for Video
Orchestrating Multimedia: An
PowerPoint Workshop for Teachers
Step Into the World of Workplace Learning: A
Video Camera Techniques

### Video Production

Basic Lighting Worktext for Film and
Basics of Video Lighting
Basics of Video Sound
Cinéma Vérité: Defining the Moment
Creative Editing
Directing the Documentary
Electronic Moviemaking
Film and Video Lighting Terms and
Film Lighting: Talks With Hollywood's
Film Production Technique: Creating the
Filming a Blockbuster
Hooper White on Creating & Producing
How to Make Your Own Great Videos With
How to Make Your Own Video
How to Produce Effective TV Commercials
Lighting for Film and Electronic
Lighting for Video
The Making of the Maximum Dimension
Post Production
The Producer's Notes for Making of
Salt
Sight, Sound, Motion: Applied Media
Television Production Handbook
Television Production Today
Video, Audio & Multimedia Systems
Video Basics 3
Video Camera Techniques
Zettl's Video Lab 2.1

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Between the Lines: Understanding the Media
Essential Skills/Compétences Essentielles
The Missing Link: The Software Career
Moving Online…More *Ready for Work*
Orchestrating Multimedia: An Introduction
Zettl's Video Lab 2.1

### Kit

Careers in Culture
Constructing Reality: Exploring Media Is
Ready for Work

### Print-Non-Fiction

Audio in Media
Basic Lighting Worktext for Film and
Basics of Video Lighting
Basics of Video Sound
A Beginner's Guide to Media
Blueprint for Life/Work Designs
Career Opportunties in Television
Communication Technology: Today and
Communications: Sending the Message
The Communicator's Handbook: Tools,
The Complete Film Dictionary
Dave's Quick 'n' Easy Web Pages: An
Directing the Documentary
Electronic Moviemaking
Employability Skills Toolkit for the Self-
Film and Video Lighting Terms and
Film Lighting: Talks With Hollywood's
Film Production Technique: Creating the
Filming a Blockbuster
The Filmmaker's Handbook: A
Guide for New Workers
Guide for New Workers: Counsellor
Harnessing 3D Studio MAX: Release 3
High School to Apprenticeship: A Link to the
How to Make Your Own Video
How to Produce Effective TV Commercials
HTML Complete
Learning PowerPoint 2000
Lighting for Film and Electronic
Lighting for Video
Modern Radio Production: Production
PowerPoint Workshop for Teachers
Screenplay: The Foundations of
The Screenwriter's Bible: A Complete
Sight, Sound, Motion: Applied Media
Step Into the World of Workplace
Television News
Television Production Handbook
Television Production Today
Video Basics 3
Video Camera Techniques
Writing the Short Film

### Video

Animation: Basic Camera Techniques
Cel Mates
Cinéma Vérité: Defining the Moment
Computer Careers for Artists
Creative Editing
Don't Risk Your Life
Dying to Work
Entertainment
Film Industry
Film Production
Hooper White on Creating & Producing
How to Design Your Own Website
How to Make Your Own Great Videos With
In Darkest Hollywood: Cinema and
The Making of the Maximum Dimension
Multimedia
Post Production
The Producer's Notes for Making of
Salt
Understanding Hazards and Risks
Video, Audio & Multimedia Systems
Video Games
WHMIS

# Electrical and Electronics 10, 20, A30, B30

## Titles and Descriptions

**Basic Electronics. 8th ed.** (Print-Non-Fiction). Grob, Bernard. Glencoe/McGraw Hill (MHR), 1997. 1010 p. ISBN 0-02-802253-X ($133.95 hdc.).

This book is intended for beginning students who are taking their first course in the fundamentals of electricity and electronics. Following a survey chapter on electronics, the book provides complete and comprehensive coverage of the subjects related to the field. A sampling of the topics covered includes Ohm's law, series circuits, voltage dividers, conductors and insulators, batteries, alternating current, inductance and electronic circuits. Colour photographs, line drawings, self-tests, objectives and reviews all help to make the text more accessible. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Basic Mathematics for Electricity and Electronics. 8th ed.** (Print-Non-Fiction). Singer, Bertrand B., Forster, Harry and Schultz, Michel E. Glencoe/McGraw Hill (MHR), 2000. 897 p. ISBN 0-02-805022-3 ($120.95 hdc.).

Although this is a fairly technical resource, teachers will be able to use this book to obtain suggestions on how best to approach the math that is associated with electricity and electronics. Some of the areas covered include simple electric circuits, formulas, Kirchhoff's Laws, Algebra of complex electric circuits, capacitance and three-phase systems. Each chapter includes self-tests, reviews and Internet activities. An index is included.
**Suggested Use:** Teacher Reference

**Basic Skills in Electricity and Electronics Series** (Print-Non-Fiction). Please refer to the titles: *Electricity: Principles and Applications* and *Industrial Electronics*.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.*

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Options for Women Series** (Video). Please refer to the title: *Construction.*

**Construction** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6845. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This video from the *Career Options for Women Series* focuses on opportunities that are available for women in the construction industry. Viewers are informed that while construction in Canada accounts for 12% of the national economy, only 11% of construction employees are women. They are also introduced to three successful women who have chosen non-traditional careers in the construction industry–a welder, a carpenter and an electrician.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Construction and Carpentry; Welding

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and Workplace Hazardous Materials Information System (WHMIS). Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one or more of the modules. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Construction and Carpentry; Energy and Mines; Forestry Studies; General; Horticulture; Machining; Mechanical and Automotive; Welding

**Cool Careers for Girls in Construction** (Print-Non-Fiction). Pasternak, Ceel and Thornburg, Linda. (Cool Careers for Girls Series). Impact Publications (CSK), 2000. 117 p. ISBN 1-57023-131-1 ($21.40 pbk.).

Using a number of case studies, students are introduced to several women who have had successful careers in the construction industry. By learning about the background of these women, their personality traits and their physical and mental abilities, young women will be able to decide if this type of career is right for them.
**Suggested Use:** Career Development; Survey Course - Middle Level
**Other Use:** Construction and Carpentry; Horticulture

**Cool Careers for Girls Series** (Print-Non-Fiction). Please refer to the title: *Cool Careers for Girls in Construction.*

**Delmar's Standard Textbook of Electricity. 2nd ed.** (Print-Non-Fiction). Herman, Stephen L. Delmar Publications (NEL), 1999. 1040 p. ISBN 0-8273-8550-1 ($103.30 hdc.). Instructor's Guide - ISBN 0-8273-8551-X ($25.50 pbk.).

This text offers theoretical and practical information about DC/AC circuits and machines. Herman's new edition includes increased coverage of transformers and electrical filters, as well as additional formulas and examples for determining impedance in resistive, inductive and capacitive series and parallel circuits. The extensive use of coloured illustrations and the easy-to-follow format make this a valuable resource for teachers and students. This book includes a table of contents, a glossary and an index.
**Suggested Use:** Batteries; Electrical Motor Controls; Integrated Circuits; Electric Motors; Survey Course - Secondary Level;

**Digital Electronics: Principles and Applications. 5th ed.** (Print-Non-Fiction). Tokheim, Roger L. Glencoe/McGraw Hill (MHR), 1999. 406 p. ISBN 0-02-804161-5 ($113.95 hdc.).

This resource is an excellent choice for the student who is career orientated in the area of digital electronics. Using an accessible format, the author has presented a very complete discussion of the details associated with the field. Following a general introduction to digital electronics, topics such as logic gates, IC specifications, shift registers and memories are covered. The usefulness of the book has been enhanced by the inclusion of objectives, self-tests, colour photographs, line drawings, summaries, review questions and critical thinking questions. An index and a glossary are included.
**Suggested Use:** Digital Concepts; Teacher Reference

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all middle and Secondary level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Electric Circuits and Machines. 2nd Canadian ed.** (Print-Non-Fiction). Lister, Eugene C. and Golding, Michael R. McGraw-Hill Ryerson Limited (MHR), 1996. 570 p. ISBN 0-07-087568-5 ($67.95 hdc.).

(CAN) This text supports the electrical portion of the *Electrical and Electronics 10, 20, A30, B30 Curriculum.* Some of the topics covered include: motors, generators, single and three-phase circuits, transformers and electrical instruments. Each chapter concludes with review questions and problems. Black-and-white photographs and numerous diagrams are used throughout this resource. A table of contents and an index are included.
**Suggested Use:** Batteries; Electric Motors; Electrical Motor Controls; Power Supplies

**Electrical Code Simplified: Residential Wiring: Saskatchewan Book 1. 6th ed.** (Print-Non-Fiction). Knight, P. S. Knight, P. S. (KTP), 2002. 147 p. ISBN 0-920312-32-2 ($11.95 pbk.).

(SK) This valuable manual is a simplified version of the Canadian Electrical Code. Many references from the *Saskatchewan Provincial Electrical Code Rules* are presented. Each of the 33 sections deals with a specific phase of the installation. The well-labelled diagrams, charts and photographs clarify the text. This is a necessary resource for electrical construction. It includes a table of contents and an index.
**Suggested Use:** Residential Wiring; Survey Course - Middle Level; Survey Course - Secondary Level

**Electrical/Electronic Systems** (Print-Non-Fiction). Mazur, Glen A. and Proctor, Thomas E. American Technical Pubs., Inc. (NEL), 1995. 490 p. ISBN 0-8269-1772-0 ($83.95 hdc.).

Using colourful drawings, charts and photographs, this resource presents a good general overview of the field of industrial electrical systems. Some of the areas covered include symbols and drawings, rotating outputs, motors, non-rotating outputs and interfaces. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Electrical Motor Controls. 2nd ed.** (Print-Non-Fiction). Rockis, Gary and Mazur, Glen. American Technical Pubs., Inc. (NEL), 2001. 544 p. ISBN 0-8269-1675-9 ($115.95 hdc.).

This American text provides comprehensive coverage of the control devices used in contemporary industrial electrical systems. A few of the topics covered include: motor starters, solenoids, control devices, motor circuits, power distribution systems and accelerating and decelerating methods. Coloured photographs, charts and diagrams are interspersed throughout the text. The text offers a table of contents, a glossary and an index.

Support material includes a CD-ROM containing quizzes, a glossary and other related material.
**Suggested Use:** Electric Motors; Electrical Motor Controls

**Electrical Power: Motors, Controls, Generators, Transformers** (Print-Non-Fiction). Kaiser, Joe. Goodheart-Willcox Publisher (NEL), 1998. 331 p. ISBN 1-56637-366-2 ($67.95 hdc.). Laboratory Manual - ISBN 1-56637-367-0 ($18.95 pbk.).

The emphasis of this resource is placed on the practical rather than the theoretical aspects of electrical power. Chapters cover the rules governing the behaviour of electricity and magnetism; the machines and devices that generate, transform, and use electrical power; and the control of motors. They include objectives, a summary, review questions and problems, and numerous diagrams. Included are a table of contents, a glossary and an index.

The laboratory manual consists of experiments and problems.
**Suggested Use:** Electric Motors; Electrical Motor Controls; Power Supplies

**Electrical Principles and Practices** (Print-Non-Fiction). Mazur, Glen A. and Zurlis, Peter A. American Technical Pubs., Inc. (NEL), 1997. 460 p. ISBN 0-8269-1755-0 ($69.75 hdc.). Instructor's Guide - ISBN 0-8269-1757-7 ($21.50 pbk.).

This American text provides a comprehensive introduction to basic electrical theory, circuit fundamentals and practical wiring techniques. A chapter covering basic mathematical principles such as decimals, ratios, fractions and conversions is included to help students understand fundamental electrical and electronic calculations and problem solving. Black-and-white diagrams, charts and graphs help to clarify the print. This book offers a table of contents, a glossary and an index.
**Suggested Use:** Digital Concepts; Electric Motors; Power Supplies; Survey Course - Middle Level; Survey Course - Secondary Level

**Electrical Safety in the Workplace** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1996. 23 min. No order number is required. ($180.00).

The basics about how electricity behaves are covered in this video. It also examines the type of accidents that could happen if students do not have a proper understanding of how electricity works. The emphasis of the video is on how to prevent the accidents from occurring. Use of the proper safety equipment is also demonstrated.
**Suggested Use:** Safety

**Electrical Wiring: Residential. 3rd Canadian ed.** (Print-Non-Fiction). Mullin, Ray C., Miller, Gary, Stephenson, Paul. Nelson Thomson Learning (NEL), 2003. 485 p. ISBN 0-17-622369-X ($61.50 pbk.).

(CAN) The latest edition of this classic reference is based on the 2002 *Canadian Electrical Code, Part I: The Safety Standard for Electrical Installation*. It includes all aspects of residential wiring from the design of wiring of a residence to actual installation. A few of the areas covered are calculating conductor sizes and voltage drop, sizing service, connecting electrical appliances and installing recessed fixtures. Each unit offers clearly defined objectives and questions as well as problems that deal with chapter objectives. Many diagrams and illustrations further emphasize unit material. This resource includes a table of contents, an index, and 10 poster-size plans for single family dwellings.
**Suggested Use:** Residential Wiring; Survey Course - Secondary Level

**Electricity and Basic Electronics** (Print-Non-Fiction). Matt, Stephen R. Goodheart-Willcox Publisher (NEL), 1998. 368 p. ISBN 1-56637-406-5 ($72.50 hdc.). Workbook - ISBN 1-56637-407-3 ($19.95 pbk.). Instructor's Guide - ISBN 1-56637-408-1 ($9.95 pbk.).

This resource provides a basic introduction to electrical fundamentals, electronic principles and circuit design. Each new concept builds on the information presented in the previous chapters. In addition to the numerous black-and-white photographs and diagrams, each chapter includes learning objectives, a summary, a list of key words and terms, review questions and activities. Safe work habits are reinforced throughout the book. This resource offers a table of contents, a glossary and an index.

The workbook contains questions and activities that correspond with each chapter in the text.

The instructor's guide provides answers to the workbook questions.
**Suggested Use:** General

**Electricity and Electronics** (Print-Non-Fiction). Gerrish, Howard H., Dugger, William E. and Roberts, Richard M. Goodheart-Willcox Publisher (NEL), 1999. 479 p. ISBN 1-56637-436-7 ($74.95 hdc.).

This resource offers practical information about the fundamentals of electricity and electronics. The six main topics covered are fundamentals of electricity and electronics, applied electricity, alternating current circuits, electronic devices and applications, basic electronic circuits, and electronic communication and data systems. Each chapter contains an overview, a summary, review questions and many appealing project ideas. Gender equitable coloured photographs, diagrams and charts are interspersed throughout the text. This book includes a table of contents, a glossary and an index.
**Suggested Use:** General

**Electricity and Electronics Technology. 7th ed.** (Print-Non-Fiction). Buban, Peter, Schmitt, Marshall L. and Carter, Charles G., Jr. Glencoe/McGraw Hill (MHR), 1999. 658 p. ISBN 0-02-683427-8 ($74.76 hdc.). Student Workbook - ISBN 0-02-683429-4 ($13.95 pbk.). Teacher's Resource Guide. ISBN 0-02-683428-6 ($64.00 pbk.).

This is a general resource that covers most topics in the electrical and electronics area. There is information provided about careers, safety and basic science in the first chapter. The bulk of the book looks at the specific topics of circuits, producing electricity, semiconductors and integrated circuits, wiring, testing, the information age, and electricity and electronics at work. Each chapter begins with objectives, contains sidebars with interesting facts and ends with a summary and review. Photographs, line drawings and tables illustrate the key concepts being discussed. As this is an American resource, a suitable Canadian resource would have to be consulted for the correct codes. An index and a glossary are included.

The teacher's guide and the student workbook contain several activities and experiments.
**Suggested Use:** General; Survey Course - Secondary Level

**Electricity: Principles and Applications. 5th ed.** (Print-Non-Fiction). Fowler, Richard J. (Basic Skills in Electricity and Electronics Series). Glencoe/McGraw Hill (MHR), 1999. 432 p. ISBN 0-02-804847-4 ($121.95 hdc.). Instructor's Manual - ISBN 0-02-804850-4 ($46.95 pbk.).

This resource presents a thorough look at the principles and applications of electricity. The concepts build from chapter to chapter. Self-test questions provide students with the opportunity to discover weak areas or affirm learned material. Each chapter contains objectives, many sample problems, a detailed summary, and review and critical thinking questions. The colour-coded chapters, the black-and-white photographs and many diagrams make this a useful resource for students. Included in this text are a table of contents, several appendices and an index.
**Suggested Use:** Cells and Small Voltage Sources; Electric Motors; Integrated Circuits; Survey Course - Middle Level; Survey Course - Secondary Level

**Electronic Communication Fundamentals Series** (Video). Bergwall Productions (MCI), 1998. 18-20 min. Order numbers follow.

Recommended titles in this series include the following:

| | |
|---|---|
| *Basic Communication Systems*<br>(Order no. 950030) | $99.00 |
| *Detection and Transmission*<br>(Order no. 950032) | $99.00 |
| *Elements of Radio Communication*<br>(Order no. 950031) | $99.00 |
| *FM & the Superhetrodyne Receiver*<br>(Order no. 950033) | $99.00 |
| Set of 4 videos<br>(No order number is required.) | $359.00. |

This series of four videos takes a detailed and scientific look at how electricity has benefited communications and radio transmission. The series will be useful for the electronics portion of the curriculum if radio communication is an emphasis. The evolution of electronic communication is given in the first video along with discussion about electromagnetic radiation and the concept of Carrier. Other concepts covered include diode detectors, AM wave, antenna, waveform analysis and FM transmission.
**Suggested Use:** General

**Electronics: Principles and Applications. 5th ed.** (Print-Non-Fiction). Schuler, Charles A. (Basic Skills in Electricity and Electronics Series). Glencoe/McGraw Hill (MHR), 1999. 532 p. ISBN 0-02-804244-1 ($121.95 hdc.). Instructor's Manual - ISBN 0-02-804256-5 ($43.95 pbk.).

This technical resource prepares students to diagnose, repair, verify and install electronic circuits and systems. It provides a solid, practical foundation in analog electronic concepts and device theory. The 15 chapters progress from an introduction to electronics through solid-state theory, transistors, amplifiers, oscillators, radio, integrated circuits, control devices and regulated power supplies. Each of the colour-coded chapters begins with objectives and concludes with a summary, a review and critical thinking questions. This book includes numerous diagrams, a table of contents, a glossary and an index.
**Suggested Use:** General; Teacher Reference

**Electronics Technology: Devices and Circuits** (Print-Non-Fiction). Dugger, William E. and Gerrish, Howard H. Goodheart-Willcox Publisher (NEL), 1994. 656 p. ISBN 0-87006-085-6 ($76.95 hdc.).

This basic text provides students with information on electricity and electronics fundamentals, components, circuits and applications. Chapters 1 through 11 examine direct current and alternating current electricity. Chapters 12 through 21 present theory and applications that include diodes, transistors and various solid-state devices.

This is a well-designed text with numerous diagrams and black-and-white photographs. The coloured photographs depict both male and female personnel. This resource includes a table of contents, a glossary and an index.
**Suggested Use:** General

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Essentials of Electronics. 2nd ed.** (Print-Non-Fiction). Petruzella, Frank D. Glencoe/McGraw Hill (MHR), 2001. 726 p. ISBN 0-07-827696-9 ($98.90 hdc.).

This is an excellent resource that covers all aspects of the Electrical and Electronics 10, 20, A30, B30 Curriculum. The format is easy to follow with bolded headings, charts and well-labelled diagrams. Objectives are listed at the beginning of each chapter and review questions are included to help students evaluate their understanding of the content presented. Included in this comprehensive resource are a table of contents, a glossary and an index.
**Suggested Use:** General; Survey Course - Secondary Level

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these

accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Mechanical and Automotive; Welding

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**House Wiring Simplified: Tells and Shows You How** (Print-Non-Fiction). Mix, Floyd M. Goodheart-Willcox Publisher (NEL), 1999. 208 p. ISBN 1-56637-542-8 ($40.95 hdc.).

Based on the 1999 National Electrical Code in the United States, this resource is useful for Saskatchewan schools as it teaches the fundamentals of basic, safe, house wiring procedures. As the book cautions, local codes may vary so it is always best to check the provincial regulations. Intended for high schools, there are sections dealing with electrical terms, conduits, switches, tools, safety, wiring systems and procedures, and house wiring circuits. The illustrations are very clear; the sections are short and well organized; and there are review questions at the end of each chapter. An index and a glossary are included.
**Suggested Use:** Residential Wiring; Survey Course - Middle Level; Survey Course - Secondary Level

**Industrial Electronics** (Print-Non-Fiction). Petruzella, Frank D. (Basic Skills in Electricity and Electronics Series). Glencoe/McGraw Hill (MHR), 1996. 404 p. ISBN 0-02-801996-2 ($129.95 hdc.).

This resource offers a comprehensive exploration of industrial electronic circuits and equipment. It includes coverage of power distribution, power electronics, motor control, PLCs and process control systems. Each chapter contains stated objectives, self-test opportunities, a summary, and review and critical thinking questions. This book contains numerous diagrams, a table of contents and an index.
**Suggested Use:** Amplifiers; Digital Concepts; Integrated Circuits; Operational Amplifiers; Power Supplies

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($13.05 pbk.).

This resource is ideally suited to Middle Level PAA courses as it introduces the fundamentals of several subject areas within the same book. Within the first section, the concept of technology is discussed with an emphasis on its origins, careers, safety, computers and energy. In the following sections, overall technologies such as communication, production and transportation are examined. Each of these in turn looks at particular subject fields such as construction or photography. The resource is very student friendly as it uses many photographs, drawings, graphs, activities, questions and summaries. Overall, this is an excellent resource to use, provided that the information is supplemented with more detailed information from each of the disciplines. An index and a glossary are included.
**Suggested Use:** Survey Course - Middle Level
**Other Use:** Construction and Carpentry; Design Studies; Drafting and Computer-Aided Design; Photographics/Graphic Arts; Photographics/Photography

**Manual Handling** (Video). Safetycare Inc. (SCI), 10 min. ($220.00).

Manual handling is the movement of items by human energy. If manual handling is not done properly, serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly and how to avoid being injured.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Horticulture; Machining; Mechanical and Automotive; Upholstery; Welding

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Machining; Mechanical and Automotive; Welding

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and correct use of them. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.

**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00)

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Mechanical and Automotive; Welding

**Safety First: Electrical Safety** (Video). (Safety First Series). Cambridge Educational (MCI), 1998. 30 min. Order no. 10111 ($119.00).

This American program provides a basic introduction to electricity including what it is and how it affects us. It examines colour coding, the role of circuits and circuit breakers, and fuses. The safety aspect is addressed with emphasis on prevention and treatment of electrical shocks.
**Suggested Use:** Safety

**Safety First Series** (Video). Please refer to the title: *Safety First: Electrical Safety.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Electrical and Electronics 10, 20, A30, B30. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other electrical and electronics resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Delmar's Standard Textbook of Electricity. 2nd ed.** (Print-Non-Fiction). Herman, Stephen L. Delmar Publications (NEL), 1999. 1040 p. ISBN 0-8273-8550-1 ($103.30 hdc.). Instructor's Guide - ISBN 0-8273-8551-X ($25.50 pbk.).

**Electrical Code Simplified: Residential Wiring: Saskatchewan Book 1. 6th ed.** (Print-Non-Fiction). Knight, P. S. Knight, P. S. (KTP), 2002. 141 p. ISBN 0-920312-32-2 ($11.95 pbk.).

**Electrical Power: Motors, Controls, Generators, Transformers** (Print-Non-Fiction). Kaiser, Joe. Goodheart-Willcox Publisher (NEL), 1998. 331 p. ISBN 1-56637-366-2 ($67.95 hdc.). Laboratory Manual - ISBN 1-56637-367-0 ($18.95 pbk.).

**Electrical Principles and Practices** (Print-Non-Fiction). Mazur, Glen A. and Zurlis, Peter A. American Technical Pubs., Inc. (NEL), 1997. 460 p. ISBN 0-8269-1755-0 ($69.75 hdc.). Instructor's Guide - ISBN 0-8269-1757-7 ($21.50 pbk.).

**Electrical Wiring: Residential. 3rd Canadian ed.** (Print-Non-Fiction). Mullin, Ray C., Miller, Gary and Stephenson, Paul Nelson Thomson Learning (NEL), 2003. 485 p. ISBN 0-17-622369-X ($61.50 pbk.).

**Electricity and Electronics Technology. 7th ed.** (Print-Non-Fiction). Buban, Peter, Schmitt, Marshall L. and Carter, Charles G., Jr. Glencoe/McGraw Hill (MHR), 1999. 658 p. ISBN 0-02-683427-8 ($74.76 hdc.). Student Workbook - ISBN 0-02-683429-4 ($13.95 pbk.). Teacher's Resource Guide. ISBN 0-02-683428-6 ($64.00 pbk.).

**Electricity: Principles and Applications. 5th ed.** (Print-Non-Fiction). Fowler, Richard J. (Basic Skills in Electricity and Electronics Series). Glencoe/McGraw Hill (MHR), 1999. 432 p. ISBN 0-02-804847-4 ($121.95 hdc.). Instructor's Manual - ISBN 0-02-804850-4 ($46.95 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Essentials of Electronics. 2nd ed.** (Print-Non-Fiction). Petruzella, Frank D. Glencoe/McGraw Hill (MHR), 2001. 726 p. ISBN 0-07-827696-9 ($98.90 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($13.05 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication

2710 Millar Ave
SASKATOON SK  S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Construction** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6845. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Alex's Electronic Resource Library*
http://www.iserv.net/~alexx/lib/tutorial.htm

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Electricity Association*
http://www.canelect.ca/

*Canadian Standards Association*
http://www.csa-international.org/default.asp?language=english

*Career Awareness*
http://www.hrdc.gc.ca/career

*Circuit Cellar*
http://www.circuitcellar.com/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Nuts & Volts*
http://www.nutsvolts.com/

*Poptronix*
http://www.poptronics.com/index.php

*Printed Circuit Design*
http://www.pcdmag.com/

*Ready for Work*
http://www.readyforwork.sk.ca

*Robot Information Central*
http://www.robotics.com/robots.html

*Robot Science & Technology*
http://www.robotmag.com/

*Robotics*
http://www.nosc.mil/robots/index.html

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Amplifiers

Industrial Electronics

### Batteries

Delmar's Standard Textbook of
Electric Circuits and Machines

### Career Development

Blueprint for Life/Work Designs
Construction
Cool Careers for Girls in Construction
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Step Into the World of Workplace Learning: A

### Cells and Small Voltage Sources

Electricity: Principles and Applications

### Digital Concepts

Digital Electronics: Principles and
Electrical Principles and Practices
Industrial Electronics

### Electric Motors

Delmar's Standard Textbook of
Electric Circuits and Machines
Electrical Motor Controls
Electrical Power: Motors, Controls
Electrical Principles and Practices
Electricity: Principles and Applications

### Electrical Motor Controls

Delmar's Standard Textbook of
Electric Circuits and Machines
Electrical Motor Controls
Electrical Power: Motors, Controls

### General

Basic Electronics
Electrical/Electronic Systems
Electricity and Basic Electronics
Electricity and Electronics
Electricity and Electronics Technology
Electronic Communication Fundamentals
Electronics: Principles and Applications
Electronics Technology: Devices and Circuits
Essentials of Electronics

### Integrated Circuits

Delmar's Standard Textbook of
Electricity: Principles and Applications
Industrial Electronics

### Operational Amplifiers

Industrial Electronics

### Power Supplies

Electric Circuits and Machines
Electrical Power: Motors, Controls
Electrical Principles and Practices
Industrial Electronics

### Residential Wiring

Electrical Code Simplified: Residential
Electrical Wiring: Residential
House Wiring Simplified: Tells and Shows

### Safety

Construction Safety Training System
Don't Risk Your Life
Dying to Work
Electrical Safety in the Workplace

Eye Protection: The Humorous Approach
Manual Handling
Moving Online…More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Safety First: Electrical Safety
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Cool Careers for Girls in Construction
Electrical Code Simplified: Residential
Electrical Principles and Practices
Electricity: Principles and Applications
Helping Solve the **(Out of Print Section)**
House Wiring Simplified: Tells and Shows
Introduction to Technology

### Survey Course - Secondary Level

Delmar's Standard Textbook of
Electrical Code Simplified: Residential
Electrical/Electronic Systems
Electrical Principles and Practices
Electrical Wiring: Residential
Electricity and Electronics Technology
Electricity: Principles and Applications
Essentials of Electronics
Helping Solve the **(Out of Print Section)**
House Wiring Simplified: Tells and Shows

### Teacher Reference

Basic Electronics
Basic Mathematics for Electricity and
Blueprint for Life/Work Designs
Digital Electronics: Principles and
Electronics: Principles and Applications
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning: A

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Construction Safety Training System
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

### Kit

Ready for Work

### Print-Non-Fiction

Basic Electronics
Basic Mathematics for Electricity and
Blueprint for Life/Work Designs
Cool Careers for Girls in Construction
Delmar's Standard Textbook of
Digital Electronics: Principles and
Electric Circuits and Machines
Electrical Code Simplified: Residential
Electrical/Electronic Systems
Electrical Motor Controls
Electrical Power: Motors, Controls
Electrical Principles and Practices
Electrical Wiring: Residential
Electricity and Basic Electronics
Electricity and Electronics
Electricity and Electronics Technology
Electricity: Principles and Applications
Electronics: Principles and Applications
Electronics Technology: Devices and Circuits
Employability Skills Toolkit for the Self
Essentials of Electronics
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
House Wiring Simplified: Tells and Shows
Industrial Electronics
Introduction to Technology
Step Into the World of Workplace Learning: A

### Video

Construction
Don't Risk Your Life
Dying to Work
Electrical Safety in the Workplace
Electronic Communication Fundamentals
Eye Protection: The Humorous Approach
Manual Handling
Personal Protective Equipment
Portable Extinguishers
Safety Care Series
Safety First: Electrical Safety
Understanding Hazards and Risks
WHMIS

# Information Processing 10, 20, 30

## Titles and Descriptions

**Adobe FrameMaker 6.0** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2000. 391 p. ISBN 0-201-70014-X ($45.56 pbk.).

FrameMaker is one of the more popular programs to use in graphic arts. It is particularly strong in page design and book building. This resource provides step-by-step guidance in FrameMaker basics as well as more advanced techniques. Each chapter or lesson deals with a specific topic such as page layout, graphics, books and web publishing. Each lesson has subtopics that are handled in two-to-four pages. Screen illustrations are used throughout the resource to guide the user through each exercise. An expanded table of contents and an index are included.

The accompanying CD-ROM includes folders for all 15 lessons.
**Suggested Use:** Desktop Publishing
**Other Use:** Photographics/Graphic Arts

**Adobe Illustrator 8.0** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1998. 417 p. ISBN 1-56830-470-6 ($45.43 pbk.).

Part of a series of hands-on software training workbook, this resource allows users to learn quickly and easily the features of Adobe Illustrator. Whether it is print, multimedia or online graphics, this book provides step-by-step instructions to the basic and advanced features of Adobe Illustrator. Each lesson covers topics such as creating basic shapes, painting, working with type, creating watercolour or airbrush effects and combining Illustrator graphics and PhotoShop images. Screen illustrations in black-and-white and in colour are used throughout the book to guide users through the lessons. An expanded table of contents and an index are included.

The enclosed CD-ROM contains electronic files for each of the lessons.
**Suggested Use:** Desktop Publishing
**Other Use:** Photographics/Graphic Arts

**Adobe PageMaker 6.5 Plus: Productivity Kit** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1999. 184 p. ISBN 0-201-65897-6 ($37.50 pbk.).

If PageMaker is one of the software programs being used in the graphic arts program, this resource can provide excellent tips on the best way to put the templates and clip art to work. The book contains 24 projects that guide the user through producing matched stationery, business cards, invoices and price lists. The techniques for customizing templates to create newsletters, flyers and direct mail ads are also included. Colour and black-and-white screen drawings illustrate each of the instructional steps. An index is included.
**Suggested Use:** Desktop Publishing
**Other Use:** Photographics/Graphic Arts

**Adobe PageMaker 7.0** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2002. 324 p. ISBN 0-201-75625-0 ($34.58 pbk.).

PageMaker is one of the premier software tools for producing business communications in the form of newsletters, brochures, colour catalogues, magazines or web pages. This resource provides step-by-step instructions for creating specific projects, such as a booklet for a CD jewel case, a flyer and a newsletter. The instructions are easy to follow, and the black-and-white screen illustrations assist in visualizing each step of the project. An index is included.

The enclosed CD includes folders related to each lesson of the book.
**Suggested Use:** Desktop Publishing

**Other Use:** Photographics/Graphic Arts

**Award Enterprises: An Information Processing Simulation** (Print-Non-Fiction). Roussie, Gerald and Allen, Paul. Copp Clark Ltd. (PRN), 1991. 91 p. ISBN 0-7730-5060-4 ($25.95 pbk.).

Designed for the post-secondary level student, this simulation provides students with practical applications for word processing, spreadsheeting, database management, graphics and oral, written and electronic communication in an integrated format. The resource features generic computer activities and other business office-related activities for individuals or small groups. Instructions are also provided for exercises using modems, networks and Fax machines. The simulations are realistic, authentic, scholarly and of particular interest to the highly motivated student.

The teacher's key provides additional activities and solutions.
**Suggested Use:** General; Teacher Reference

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts curricula.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Business Communication: Process & Product. 3rd Canadian ed.** (Print-Non-Fiction). Guffey, Mary Ellen, Rhodes, Kathleen and Rogin, Patricia. Nelson Thomson Learning (NEL), 2001. 567 p. ISBN 0-17-622001-1 ($52.00 pbk.).

(CAN) By making use of case studies, applied career skills, model documents, ethical considerations and other special features, this resource does an excellent job of presenting the information that is needed for business communication skills. The writing process, business correspondence, reports and presentations are all covered in detail. Critical thinking skills and activities for further study are included at the conclusion of each chapter. Colour photographs, charts and graphs add to the appealing layout. An index is included.

The accompanying CD includes self-tests, an interview kit and grammar modules.
**Suggested Use:** Business Writing; Skills for Employees

**Business English and Communication. 5th Canadian ed.** (Print-Non-Fiction). Clark, Lyn R., Tinervia, Joseph and Zimmer, Kenneth. McGraw-Hill Ryerson Limited (MHR), 1996. 560 p. ISBN 0-07-551776-0 ($65.82 hdc.).

(CAN) The fifth Canadian edition of this resource provides thorough coverage of four language skills: reading, writing, listening and speaking. This revision addresses some of the most interesting aspects of business communication, office technology and human relations. Each specific lesson provides opportunities for the student to practise and then apply the skill. This well-written resource includes a table of contents and an index.
**Suggested Use:** Business Information Processing; Business Writing; Skills for Employees

**The Canadian Office: Systems and Procedures. 2nd ed.** (Print-Non-Fiction). Bedford, Jennie M., et al. Copp Clark Ltd. (PRN), 1995. 511 p. ISBN 0-7730-5509-6 ($45.00 pbk.).

(CAN) This is a current, comprehensive, all-Canadian office procedures resource that uses traditional and modern office systems and procedures. It features realistic, office-oriented activities with cases and projects. Computer technology and applications are incorporated and illustrated with photos, cartoons, charts and graphs. The resource addresses topics such as time management and professionalism. Individual and group work activities are part of each chapter.
**Suggested Use:** General

**ClarisWorks 5.0 Tutorial: Macintosh and Windows 95** (Print-Non-Fiction). Knowlton, Todd, Walls, Dawna Cowan and Pasewark, William R., Sr. South-Western Publishing Co. (NEL), 1999. 343 p. ISBN 0-538-72184-7 ($41.95 coil-bound).

The tutorial for this integrated software package allows the user to create several types of documents: word processing, desktop publishing, databases, communications (e.g., e-mail) and spreadsheets. The easy-to-follow layout makes this a very useful book for students and teachers to follow. Included are a table of contents, a glossary and an index.

The enclosed CD-ROM includes data files to be used with the exercises in the book and teacher support material.
**Suggested Use:** Integrating Software Applications

**Classroom in a Book Series** (Print-Non-Fiction). Please refer to the titles: *Adobe FrameMaker 6.0, Adobe Illustrator 8.0, Adobe PageMaker 6.5 Plus: Productivity Kit* and *Adobe PageMaker 7.0.*

**College Keyboarding: Keyboarding and Word Processing: Microsoft Word 2002, Lessons 1-60. Canadian 15th ed.** (Print-Non-Fiction). VanHuss, Susie H., et al. Nelson Thomson Learning (NEL), 2003. 230 p. ISBN 0-17-622402-5 ($63.50 coil-bound).

(CAN) This up-to-date instruction manual is an excellent resource for the Secondary Level. Sixty well-designed lessons are supported with attractive illustrations. The lessons focus on developing keyboarding skills (Level 1) and formatting business documents (Level 2). The resource includes instruction using Microsoft Word 2002.
**Suggested Use:** Keyboarding; Survey Course - Secondary Level; Word Processing

**College Keyboarding: Keyboarding Course, Lessons 1-25. Canadian 15th ed.** (Print-Non-Fiction). VanHuss, Susie H., et al. Nelson Thomson Learning (NEL), 2003. 90 p. ISBN 0-17-622431-9 ($51.50 coil-bound).

(CAN) This up-to-date instruction manual is an excellent resource for beginners. Twenty-five well-designed lessons are supported with attractive illustrations. The resource includes instruction and practice exercises using the Internet and software.
**Suggested Use:** Keyboarding; Survey Course - Middle Level; Survey Course - Secondary Level

**Communicating in the Workplace. 5th Canadian ed.** (Print-Non-Fiction). Francis Dombeck, Margaret M., Camp, Sue C. and Satterwhite, Marilyn L. McGraw-Hill Ryerson Limited (MHR), 1999. 539 p. ISBN 0-07-560535-X ($39.91 hdc.).

(CAN) Focusing on career success, this comprehensive text provides a program to help students develop proficiency in reading, writing, listening and speaking. The numerous practice exercises, case studies and review sections help to make this a useful resource. Included in the text are a table of contents, a glossary and an index.
**Suggested Use:** Business Writing; Skills for Employees

**Computer Concepts: Systems, Applications, and Design. 3rd ed.** (Print-Non-Fiction). Clark, James F., Klooster, Dale H. and Allen, Warren W. South-Western Publishing Co. (NEL), 1998. 541 p. ISBN 0-538-67607-8 ($64.00 hdc.).

This resource provides a survey treatment of computer technology and its application. It contains expanded coverage of computer software topics such as word processing, databases, spreadsheets, graphics and multimedia. Learning objectives, vignettes, chapter summaries, key terms and review questions are features of this text. Colour photographs and drawings add appeal to the book's layout.
**Suggested Use:** Computer Technology; Integrating Software Applications; Survey Course - Secondary Level

**Computers: Tools for an Information Age. 7th ed.** (Print-Non-Fiction). Capron, H. L. Prentice Hall Inc. (PRN), 2002. 623 p. ISBN 0-13-070076-2 ($83.95 pbk.).

From hardware to networking and word processing, this resource provides an excellent overview of the entire area of computers. The use of colour photographs, drawings, tables and questions for further discussion assist in creating a layout that is easy to use and appealing. This is an ideal resource to use with students who need an introduction to everything from word processing and databases to creating web pages and using spreadsheets. An index and a glossary are included.

Also included with the resource is *Capron and Johnson's Pocket Internet: 4001 Sites*. Although American in content, this handy reference guide lists several excellent sites in areas such as accounting, graphics, Internet security and shopping for computers.

The *Explore Generation IT* CD-ROM provides students with an opportunity to learn the concepts in an interactive environment.
**Suggested Use:** Computer Technology; Survey Course - Secondary Level

**The Conversation of Design** (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634202 ($110.00).

(CAN) This is an informative video that offers guidance in displaying the message in a desktop published document. Practical tips and examples of creating simple and effective ads and pages are provided.
**Suggested Use:** Desktop Publishing
**Other Use:** Photographics/Graphic Arts

**Dave's Quick 'n' Easy Web Pages: An Introductory Guide to Creating Web Sites. 2nd ed.** (Print-Non-Fiction). Lindsay, Dave and Lindsay, Sean, illus. Erin Publications (ERN), 2001. 116 p. ISBN 0-9690609-8-X ($18.95 pbk.).

As the title states, this is an excellent resource to use when there is a need to create your own website. The areas of layout, hyperlinks, colour, images, sound, animated images and banners are all covered in a step-by-step approach. An index is included.
**Suggested Use:** Internet; Survey Course - Secondary Level
**Other Use:** Computer Science 20/30; Photographics/Graphic Arts

**Desktop Publishing: The Art of Communication** (Print-Non-Fiction). Madama, John. (Media Workshop Series). Lerner Publications (FHW), 1993. 64 p. ISBN 0-8225-2303-5 ($34.95 hdc.). ISBN 0-8225-9626-1 ($14.95 pbk.).

This book addresses the role of desktop publishing in the communication revolution. Although the examples relate to Macintosh computers, the implications are generic. This resource discusses the design and layout of desktop published documents and ways that desktop publishing facilitates the story-writing process.
**Suggested Use:** Desktop Publishing; Survey Course - Middle Level

**Developing Proofreading and Editing Skills. 4th ed.** (Print-Non-Fiction). Camp, Sue C. Glencoe/McGraw Hill (MHR), 2001. 390 p. ISBN 0-02-805002-9 ($44.95 pbk.).

This resource offers instruction in developing proofreading and editing skills by progressing gradually from easy, obvious errors to more difficult errors. It introduces students to effective proofreading techniques, commonly used letter formats and the words most frequently misspelled in business.
**Suggested Use:** Business Writing; Skills for Employees

**Digital Design Series** (Video). Please refer to the titles: *The Conversation of Design, Fonts and Type* and *Successful Communication.*

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the toolkit can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Excel Workshop for Teachers. 1st ed.** (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2001. 196 p. ISBN 1-57809-991-9 ($29.95 U.S. coil-bound).

Similar to other titles by Tom Snyder Productions, this resource offers teachers an excellent overview of the basics as well as the advanced procedures of Excel. The information presented covers versions 2001, 2000, 98 and 97. Step-by-step lessons are used to illustrate topics such as formulas, functions, cells, IF statements and merging. The sample applications provide real-world examples of how teachers have made use of Excel in their classrooms. The student projects illustrate how the spreadsheet can be used to help with research and analysis. An index is included.

The enclosed CD-ROM includes additional activities and templates.
**Suggested Use:** Spreadsheets; Teacher Reference
**Other Use:** Accounting

**Fonts and Type** (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634203 ($55.00).

(CAN) This instructional video illustrates how to use fonts and types effectively to enhance designs.
**Suggested Use:** Word Processing
**Other Use:** Photographics/Graphic Arts

**Forms of Writing: A Brief Guide and Handbook. 3rd ed.** (Print-Non-Fiction). Stewart, Kay L. and Allen, Marian E. Prentice Hall Inc. (PRN), 2000. 394 p. ISBN 0-13-014464-9 ($40.95 pbk.).

This reference handbook covers many of the basics of the writing process. It provides examples of various forms of writing including essays, letters and reports. Correct use of grammar is included.
**Suggested Use:** Business Writing; Teacher Reference

**Glencoe Keyboarding With Computer Applications: Lessons 1-150** (Print-Non-Fiction). Johnson, Jack E., et al. Glencoe/McGraw-Hill (MHR), 2000. 554 p. ISBN 0-02-804171-2 ($85.85 spiral-bound).

This American resource offers 150 lessons that include warmup and skillbuilding exercises, formatting notes, fact files and word processing applications. The book is attractive and interesting.
**Suggested Use:** Databases; Desktop Publishing; Keyboarding; Spreadsheets; Survey Course - Secondary Level; Word Processing

**The Gregg Reference Manual. 5th Canadian ed.** (Print-Non-Fiction). Sabin, William A., et al. McGraw-Hill Ryerson Limited (MHR), 1999. 574 p. ISBN 0-07-560424-8 ($18.50 spiral-bound).

(CAN) *The Gregg Reference Manual* is a comprehensive reference for basic and specific information in English grammar, style and usage, as well as techniques and procedures for document processing and filing. An abundance of clear examples and illustrations is provided. An index and a glossary are included.
**Suggested Use:** Business Writing

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**How to Design Your Own Website, Parts 1 & 2** (Video). Educational Video Network (MCI), 2000. 16 min./12 min. Order no. 460207 ($129.00).

The title is self-explanatory. Part 1 discusses what a website is, why it is important, the vocabulary of site design and what tools are needed for building a website. Part 2 describes how, using HTML, a website is created. It focuses on tags, hyperlinks, creating graphics and how to upload a website.
**Suggested Use:** Internet
**Other Use:** Communication Production Technology; Computer Science

**HTML Complete. 2nd ed.** (Print-Non-Fiction). Sybex, Inc. (FIR), 2000. 1010 p. ISBN 0-7821-2801-7 ($29.95 pbk.).

Creating web pages is a skill that can be used in several courses. This book provides an excellent introduction to all the essentials and, in addition, it presents information that will be useful for the intermediate and advanced user. Following an introduction to HTML, there are separate chapters dealing with site design, addition of graphics, web typography, the use of style sheets and ways to optimize web pages for Explorer and Netscape. Discussions about advanced features such as Perl, JavaScript and XHTML are also included. Because the material does not cover a specific version, it will be of continuous value. A master reference to HTML tags is included, as is an index.

**Suggested Use:** Internet
**Other Use:** Communication Production Technology; Computer Science

**Insights: Succeeding in the Information Age** (Print-Non-Fiction). Ellerby, Janice Lynn, Pinto, Laura Elizabeth and Brady, Victoria Esposito. Irwin Publishing Inc. (NEL), 2001. 312 p. ISBN 0-7725-2873-X ($49.95 hdc.).

(CAN) This book offers strong support for Saskatchewan curricula. A wide variety of topics from ethics and ergonomics to the Internet are dealt with in a concise but informative way. In dealing with software, rather than getting specific about processes, it focuses on purpose and generic tasks that extend across media and transcend time. Pages are colourful and chapters are divided into useful sections that include short activities, case studies, knowledge check questions, career profiles and chapter summaries.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**The Internet Handbook for Writers, Researchers, and Journalists. 2nd ed.** (Print-Non-Fiction). McGuire, Mary, et al. Trifolium Books Inc. (FHW), 2000. 276 p. ISBN 1-55244-016-8 ($34.95 pbk.).

(CAN) This resource offers a wealth of information on how to use the Internet with skill and ease. Features and sections include using the latest versions of e-mail and browser software, exploring multimedia applications, developing online search strategies, creating web pages and citing online sources. An expanded and updated appendix of professional and general interest websites is included. Other appendices include information about copyright issues, censorship and the Associated Press Policy for using electronic sources. An extensive glossary of terms is also provided.
**Suggested Use:** Internet; Teacher Reference
**Other Use:** Computer Science; English Language Arts 20

**Keyboarding & Applications, Sessions 1-60. 4th ed.** (Print-Non-Fiction). Mitchell, William M., et al. EMC/Paradigm Publishing (EMC), 1999. 331 p. ISBN 0-7638-0147-X ($44.95 U.S. coil-bound).

Instruction in developing basic keyboarding skills is effectively presented in this resource. Drills are used to learn the alphabetic, numeric and special symbol keys. Instruction in basic word processing features such as formatting memos, letters and tables is given. An index is included.

The accompanying CD-ROM includes drill lines and timings along with activities for learning language and composition skills. The resource is best used with students who have had little keyboarding in previous years.
**Suggested Use:** Keyboarding; Survey Course - Secondary Level; Word Processing

**Learning Computer Applications: Projects & Exercises** (Print-Non-Fiction). Bucki, Lisa A. and Fischer, Judy. DDC Publishing (PRN), 1999. 446 p. ISBN 1-56243-750-X ($52.65 pbk.).

This is an ideal resource to introduce students to the basic principles behind several computer applications. The resource corresponds to a variety of software and provides exercises related to word processing, desktop publishing, spreadsheets, databases, presentation graphics and the Internet. Clear examples are used as are step-by-step instructions. An index and a glossary are provided.

The CD-ROM contains data files for PC and MAC, bonus lessons, a keyboarding course and computer literacy exercises.
**Suggested Use:** Integrating Software Applications

**Learning Corel WordPerfect Suite 8 Professional** (Print-Non-Fiction). Blanc, Iris, Vento, Cathy and Brady, Marni Ayers. DDC Publishing (PRN), 1999. 588 p. ISBN 1-56243-590-6 ($52.88 pbk.).

For those who are using WordPerfect Suite 8,

this is a good resource that introduces basic and advanced features. It covers word processing, spreadsheets, databases and presentation software. The instructions are clear and easy to follow. The activities that make up a major portion of the book will help students learn the mechanics of the software. The illustrations used throughout the resource highlight the concept being discussed. An index is included.
**Suggested Use:** Integrating Software Applications

**Learning Excel 2000** (Print-Non-Fiction). Fulton, Jennifer. DDC Publishing (PRN), 2000. 382 p. ISBN 1-56243-705-4 ($44.95 pbk.).

Starting with the basics, this resource then proceeds to discuss key procedures, formulas, manipulating worksheets, integrating with the Internet, advanced functions and creating hyperlinks. Each area has several exercises that take students step by step through the skills that are needed. An index is included.

The CD-ROM includes data files, Internet simulations and computer literacy exercises.

Note: The American content will create some problems, such as the entering of zip codes rather than postal codes.
**Suggested Use:** Spreadsheets; Teacher Reference
**Other Use:** Accounting

**Learning Microsoft Excel 97** (Print-Non-Fiction). Vento, Cathy and Blanc, Iris. DDC Publishing (PRN), 1998. 408 p. ISBN 1-56243-441-1 ($52.88 pbk.).

This is a useful resource for presenting basic to advanced features of Excel 97. The directions are easy to follow and there are many good student exercises. Some of the areas covered include worksheets, formulas, functions, charts, analyzing data and macro basics. An index is included.

The CD-ROM includes a multimedia tutorial of an Internet browser, simulated website hyperlinks and data files to reduce the amount of typing.
**Suggested Use:** Spreadsheets
**Other Use:** Accounting

**Learning Microsoft Office 97** (Print-Non-Fiction). Blanc, Iris and Vento, Cathy. DDC Publishing (PRN), 1997. 494 p. ISBN 1-56243-439-X ($36.95 pbk.).

Although Office 2000 has been released, this resource will be useful for those who have not yet upgraded. The book is well organized into sections to develop familiarity with the software. The content of the book is wide ranging as it covers all of the key Microsoft programs: Word, Excel, Access and PowerPoint. The last section discusses how to integrate them all. The exercises, illustrations and step-by-step approach will guide users through the areas that interest them. An index is provided.
The enclosed CD provides extra assistance.
**Suggested Use:** Integrating Software Applications

**Learning Microsoft Word 97** (Print-Non-Fiction). Blanc, Iris and Berkemeyer, Kathy. DDC Publishing (PRN), 1998. 442 p. ISBN 1-56243-440-3 ($44.95 pbk.).

For those who are using Word 97, this resource will provide the necessary information to discover and use all the basic and advanced features that the program offers. In the 96 exercises, areas covered include working with documents, formatting, macros, tables, merging, desktop publishing and Word and the Internet. The screen-shot illustrations and step-by-step instructions are helpful to both the beginner and advanced user. An index is provided.

The enclosed CD-ROM provides a tutorial on an Internet browser, simulated website hyperlinks and data files to reduce the amount of typing.
**Suggested Use:** Word Processing; Teacher Reference

**Learning Microsoft Word 2000** (Print-Non-Fiction). Weixel, Suzanne. DDC Publishing (PRN), 2000. 491 p. ISBN 1-56243-703-8 ($52.88 pbk.).

This is an exceptional manual that will assist teachers learning details about Word 2000. There are 104 exercises covering everything from creating documents and using tables to desktop publishing and graphics. Although the activities are presented in a very matter-of-fact style, there is a wealth of information. An index is provided.

The CD-ROM provides a great deal of additional data. Areas such as typing tests, Internet simulations and computer literacy exercises are included.
**Suggested Use:** Word Processing; Teacher Reference

**Learning Office 2000** (Print-Non-Fiction). DDC Publishing (PRN), 1999. 524 p. ISBN 1-56243-638-4 ($52.88 pbk.).

For those who have upgraded their software to the latest version, this resource will be useful. Similar in format to *Learning Microsoft Office 97*, the book provides excellent exercises and information on all programs contained with Microsoft Office. It discusses how to get started with Office 2000 and then goes into detail on Word, Excel, Access and PowerPoint. An index is included.

The CD-ROM provides valuable exercises.
**Suggested Use:** Integrating Software Applications; Teacher Reference

**Media Workshop Series** (Print-Non-Fiction). Please refer to the title: *Desktop Publishing: The Art of Communication.*

**Microsoft Office for Windows 95: Tutorial & Applications** (Print-Non-Fiction). Pasewark, William R. South-Western Publishing Co. (NEL), 1997. 472 p. ISBN 0-538-71490-5 ($52.50 coil-bound).

This manual was written to help the user learr basic formatting to advanced features in the *Microsoft Office for Windows 95* program. Office simulations in word processing, spreadsheets, databases and presentation are detailed in this very useful resource. This manual is well designed with the effective use of layout, colour and graphics. Included are a table of contents, a glossary and an index.
**Suggested Use**: Integrating Software Applications

**The Missing Link: The Software Career Mystery Kit** (CD-ROM). Software Human Resources Council (Canada) Inc. (SFW), n.d. ($FREE).

(CAN) *The Missing Link* is a game that will give students some insight into career opportunities that exist in the software industry. While playing the game, students will also learn about the skills that are needed and the software applications that lead to careers.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Communication Production Technology; Computer Science; Photographics/Graphic Arts

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**NetEffect Series** (Print-Non-Fiction). Please refer to the title: *Your Attitude Is Showing: A Primer of Human Relations.*

**Photography, Graphic Arts & Desktop Publishing** (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 13 min. Order no. 700305-61 ($109.00).

While scenes from each discipline are shown, a narrator discusses the basic principles behind photography, graphic arts and desktop publishing. Although brief, these five-minute overviews do capture the interconnections of each area. How-to information and profiles of professionals in each of these areas are also included. The necessary equipment is outlined and demonstrated in real-life applications.
**Suggested Use:** Desktop Publishing
**Other Use:** Photographics/Graphic Arts; Photographics/Photography

**Quick Course in Excel 97** (Print-Non-Fiction). Cox, Joyce, Urban, Polly and Dudley, Christina. Online Training Solutions, Inc. (NEL), 1997. 170 p. ISBN 1-879399-71-7 ($21.97 pbk.).

In clear step-by-step fashion, this resource takes users from the basics of inputting data and using formulas to proficiency in areas such as graphing, pivot tables and "what-if" analysis. Illustrations are used to help clarify the points under discussion. As the subtitle indicates, these are "computer training books for busy people," and they accomplish this task effectively and efficiently. As Excel 97 is just one of many versions of this program, teachers should use this annotation as a guide to judge the usefulness of the book in question rather than a guide to the suitability of the version. An index is provided.
**Suggested Use:** Spreadsheets; Survey Course - Secondary Level

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so that students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Student Workshop: Communication - The #1 Job Skill** (Video). Sunburst Communications (SUN), 1999. 24 min. Order no. 0728-03 ($149.95).

What is often taken for granted, the ability to communicate successfully, is given very effective coverage in this video. The focus is on verbal communication and on those forms of communication that project an employee's attitude. The video provides basic information and hands-on practice to help prepare students for the workplace. The correct and incorrect ways of communicating with co-workers and the public are pointed out in on-the-job scenarios.
**Suggested Use:** Skills for Employees
**Other Use:** Career and Work Exploration

**Successful Communication** (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634201 ($55.00).

(CAN) This video provides a brief overview of desktop publishing. It describes basic terms and ideas that will assist users in creating visually appealing documents.
**Suggested Use:** Desktop Publishing

**The Teacher's Complete & Easy Guide to the Internet. 2nd ed.** (Print-Non-Fiction). Heide, Ann and Stilborne, Linda. Trifolium Books Inc. (FHW), 1999. 354 p. ISBN 1-895579-44-9 ($39.95 pbk.).

(WNCP) Recommended through the Western and Northern Canadian Protocol for Collaboration in Basic Education process for English language arts, this is a comprehensive and easily understood introduction to Internet use by teachers for personal use, professional development or conducting activities with students. The book shows teachers how to connect to the Internet and how to use it for research, communication, collaborative projects and publishing. The resource provides suggestions for class projects using the Internet and applications for students with special needs as well as information about acceptable use policies, search engines, interactive sites and software needs. The book includes a table of contents, a bibliography and an index.

This edition includes a free CD-ROM with over 1,000 pre-selected annotated websites, but the CD-ROM has not been evaluated through the WNCP review process.
**Suggested Use:** Internet; Teacher Reference
**Other Use:** Computer Science; English Language Arts: Grades 1 to 5; English Language Arts: Grades 6 to 9; English Language Arts 10; English Language Arts 20; English Language Arts 30; Social Studies: Grades 7-9

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to workplace safety, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Using Adobe Illustrator 9. Special ed.** (Print-Non-Fiction). Bauer, Peter. Que Corp. (PRN), 2001. 859 p. ISBN 0-7897-2427-8 ($40.17 pbk.).

While Adobe Illustrator 8.0 (reviewed earlier in this bibliography) was written by the Adobe company, this resource has been developed by an outside company that produces user manuals for popular software programs. For users of Illustrator 9, this "how-to" manual provides excellent information for using the software in a graphic arts class. Detailed information is provided on how to create shapes, utilize the four types of brushes, work with blends, apply colour, design websites and prepare art work for print. Several appendices provide details on how to use virtually every function of Illustrator 9. Drawings of screen images are used to illustrate each step of the instructions. An index is included.
**Suggested Use:** Desktop Publishing
**Other Use:** Photographics/Graphic Arts

**Using Computers Safely** (Video). Marlin Motion Pictures Ltd. (MMP), 1999. 25 min. No order number is required. ($59.95). Circulating copy - No order number is required. ($185.00).

As more and more time is spent in front of computer terminals, it is increasingly important to use them properly. This video outlines how improper use can cause injuries. In order to avoid injuries, the do's and do not's are clearly outlined.
**Suggested Use:** Safety
**Other Use:** Computer Science

**The Way We Communicate Series** (Video). Please refer to the title: *Photography, Graphic Arts & Desktop Publishing.*

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Windows Millennium Edition: Concepts & Examples** (Print-Non-Fiction). Gillay, Carolyn Z. Franklin, Beedle & Associates, Inc. (FBA), 2001. 863 p. ISBN 1-887902-49-X ($55.00 U.S. pbk.).

This resource provides an excellent overview of the hardware, software and operating system concepts used with personal computer systems. The emphasis is on understanding the concepts of operating systems and using *Windows Millennium Edition* to teach those concepts. The book takes a step-by-step approach as it discusses the general features of Windows, such as the desktop, use of taskbars and manipulating the display. Other chapters examine more technical features such as editing a document in Wordpad, using Explorer and customizing the system. Each chapter contains a list of key terms, questions for discussion and activities. Screen illustrations are used throughout the book to support the concepts being discussed. An index and a glossary are included.
**Suggested Use:** Computer Technology; Integrating Software Applications

**Word Processing to Desktop Publishing: Applications & Exercises** (Print-Non-Fiction). Blanc, Iris. South-Western Publishing Co. (NEL), 1994. 287 p. ISBN 0-538-62355-1 ($129.00 coil-bound).

Included in this generic text are 19 lessons with 120 accompanying exercises beginning with simple word processing and advancing to desktop publication. The hands-on exercises include step-by-step instructions. This book contains a table of contents and an index.

Note: Measurements are Imperial only.
**Suggested Use:** Desktop Publishing; Word Processing

**Word Workshop for Teachers. 1st ed.** (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2000. 180 p. ISBN 1-57809-904-8 ($29.95 U.S. coil-bound).

While this resource is intended for teachers in any grade or subject, information processing teachers will be most interested as it contains some excellent examples of mastering various Word functions. The book is very easy to follow and does not get overly technical. Illustrations and drawings are used to take teachers step by step through the process of learning features such as the spelling and grammar check, the thesaurus, creating a math worksheet, merging, outlines, inserting pictures and creating a web page. Lesson ideas from teachers and student activities are also included.

The enclosed CD includes clip art and templates for many of the activities in the book.
**Suggested Use:** Word Processing; Teacher Reference

**Your Attitude Is Showing: A Primer of Human Relations. 10th ed.** (Print-Non-Fiction). O'Neil, Sharon Lund and Chapman, Elwood N. (NetEffect Series). Prentice Hall Inc. (PRN), 2002. 242 p. ISBN 0-13-022507-X ($31.65 pbk.).

This book discusses the role that attitude plays in the world of work. It looks at interpersonal relationships and outlines positive and negative implications of specific actions. Case studies with discussion questions and answers are provided. The book tackles difficult ethical questions and value conflicts, and counteracts role stereotyping. Included are a table of contents and an index.
**Suggested Use:** Skills for Employees; Teacher Reference
**Other Use:** Career and Work Exploration; Life Transitions

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Computer Concepts** (Print-Non-Fiction). Shepherd, Robert D. EMC/Paradigm Publishing, 1998. 124 p. ISBN 1-56118-931-6.

From hardware and operation systems to applications and the Internet, this resource provides a discussion of all the key concepts. This is an excellent book to use as an introduction to computer science or literacy. The text is clear and concise, and the photographs provide an excellent opportunity to see the actual components being discussed. An index and a glossary are included.
**Suggested Use:** Computer Technology; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Computer Science

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions. Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based learning in Information Processing 10, 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other information processing resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Business Communication: Process & Product. 3rd Canadian ed.** (Print-Non-Fiction). Guffey, Mary Ellen, Rhodes, Kathleen and Rogin, Patricia. Nelson Thomson Learning (NEL), 2001. 567 p. ISBN 0-17-622001-1 ($52.00 pbk.).

**The Canadian Office: Systems and Procedures. 2nd ed.** (Print-Non-Fiction). Bedford, Jennie M., et al. Copp Clark Ltd. (PRN), 1995. 511 p. ISBN 0-7730-5509-6 ($45.00 pbk.).

**College Keyboarding: Keyboarding and Word Processing: Microsoft Word 2002, Lessons 1-60. Canadian 15th ed.** (Print-Non-Fiction). VanHuss, Susie H., et al. Nelson Thomson Learning (NEL), 2003. 230 p. ISBN 0-17-622402-5 ($63.50 coil-bound).

**Computer Concepts: Systems, Applications, and Design. 3rd ed.** (Print-Non-Fiction). Clark, James F., Klooster, Dale H. and Allen, Warren W. South-Western Publishing Co. (NEL), 1998. 541 p. ISBN 0-538-67607-8 ($64.00 hdc.).

**Computers: Tools for an Information Age. 7th ed.** (Print-Non-Fiction). Capron, H. L. Prentice Hall Inc. (PRN), 2002. 623 p. ISBN 0-13-070076-2 ($83.95 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. unp. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Insights: Succeeding in the Information Age** (Print-Non-Fiction). Ellerby, Janice Lynn, Pinto, Laura Elizabeth and Brady, Victoria Esposito. Irwin Publishing Inc. (NEL), 2001. 312 p. ISBN 0-7725-2873-X ($49.95 hdc.).

**Keyboarding & Applications, Sessions 1-60. 4th ed.** (Print-Non-Fiction). Mitchell, William M., et al. EMC/Paradigm Publishing (EMC), 1999. 331 p. ISBN 0-7638-0147-X ($44.95 U.S. coil-bound).

**Learning Computer Applications: Projects & Exercises** (Print-Non-Fiction). Bucki, Lisa A. and Fischer, Judy. DDC Publishing (PRN),

1999. 446 p. ISBN 1-56243-750-X ($52.65 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**The Teacher's Complete & Easy Guide to the Internet. 2nd ed.** (Print-Non-Fiction). Heide, Ann and Stilborne, Linda. Trifolium Books Inc. (FHW), 1999. 354 p. ISBN 1-895579-44-9 ($39.95 pbk.).

**Word Workshop for Teachers. 1st ed.** (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2000. 180 p. ISBN 1-57809-904-8 ($29.95 U.S. coil-bound).

**Your Attitude Is Showing: A Primer of Human Relations. 10th ed.** (Print-Non-Fiction). O'Neil, Sharon Lund and Chapman, Elwood N. (NetEffect Series). Prentice Hall Inc. (PRN), 2002. 242 p. ISBN 0-13-022507-X ($31.65 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on April 23, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Beginner's Guide to the Internet for Educators*
http://205.146.39.13/linktuts/bgtoc.htm

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Computer Skills Lesson Plans*
http://www.dpi.state.nc.us/Curriculum/computer.skills/lssnplns/CompCurr.LP.html

*Desktop Publishing - Typography*
http://desktoppub.about.com/cs/typography/

*Essentials Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/esp.asp

*Guide to Desktop Publishing*
htpp://writing.colostate.edu/references/documents/desktop_publishing/index.cfm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Image Manipulation for Desktop Publishing*
http://www.aim-dtp.net/index.htm

*Mavis Beacon Teaches Typing: Teachers' Lounge*
http://www.mavisbeacon.com/teachers_lounge.html

*Microsoft Access Tutorial*
http://cimic3.rutgers.edu/~holowcza/classes/baruch/2200/access/access1.html

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Nimble Fingers - Touch Typing*
http://www.nimblefingers.com/

*Overview of Spreadsheets*
http://www.leeds.ac.uk/iss/documentation/ove/ove4/ove4.html

*Power Point in the Classroom*
http://www.actden.com/pp/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*Software Tutorials*
http://www.actden.com/index.htm

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

## Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Business Information Processing

Business English and Communication

### Business Writing

Business Communication: Process
Business English and Communication
Communicating in the Workplace
Developing Proofreading and Editing Skills
Forms of Writing: A Brief Guide and
The Gregg Reference Manual

### Career Development

Blueprint for Life/Work Designs
Career Job Series
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
The Missing Link: The Software Career
Step Into the World of Workplace

### Computer Technology

Computer Concepts **(Out of Print Section)**
Computer Concepts: Systems, Applications
Computers: Tools for an Information Age
Windows Millennium Edition: Concepts

### Databases

Glencoe Keyboarding With Computer

### Desktop Publishing

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
The Conversation of Design
Desktop Publishing: The Art of
Glencoe Keyboarding With Computer
Photography, Graphic Arts & Desktop
Successful Communication
Using Adobe Illustrator 9
Word Processing to Desktop Publishing

### General

Award Enterprises: An Information Processing
The Canadian Office: Systems
Insights: Succeeding in the Information Age

### Integrating Software Applications

ClarisWorks 5.0 Tutorial: Macintosh and
Computer Concepts: Systems, Applications
Learning Computer Applications: Projects
Learning Corel WordPerfect Suite 8
Learning Microsoft Office 97
Learning Office 2000
Microsoft Office for Windows 95: Tutorial
Windows Millennium Edition: Concepts

### Internet

Dave's Quick 'n' Easy Web Pages
How to Design Your Own Website, Parts 1
HTML Complete
The Internet Handbook for Writers
The Teacher's Complete & Easy Guide

### Keyboarding

College Keyboarding: Keyboarding and Word
College Keyboarding: Keyboarding Course
Glencoe Keyboarding With Computer
Keyboarding & Applications, Sessions 1-60

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks

Using Computers Safely
WHMIS

### Skills for Employees

Business Communication: Process
Business English and Communication
Communicating in the Workplace
Developing Proofreading and Editing Skills
Student Workshop: Communication
Your Attitude Is Showing: A Primer of Human

### Spreadsheets

Excel Workshop for Teachers
Glencoe Keyboarding With Computer
Learning Excel 2000
Learning Microsoft Excel 97
Quick Course in Excel 97

### Survey Course - Middle Level

College Keyboarding: Keyboarding Course
Computer Concepts **(Out of Print Section)**
Desktop Publishing: The Art of
Helping Solve the **(Out of Print Section)**
Insights: Succeeding in the Information Age

### Survey Course - Secondary Level

College Keyboarding: Keyboarding and Word
College Keyboarding: Keyboarding Course
Computer Concepts **(Out of Print Section)**
Computer Concepts: Systems, Applications
Computers: Tools for an Information Age
Dave's Quick 'n' Easy Web Pages
Glencoe Keyboarding With Computer
Helping Solve the **(Out of Print Section)**
Insights: Succeeding in the Information Age
Keyboarding & Applications, Sessions 1-60
Quick Course in Excel 97

### Teacher Reference

Award Enterprises: An Information
Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Excel Workshop for Teachers
Forms of Writing: A Brief Guide and
Guide for New Workers: Counsellor
The Internet Handbook for Writers
Learning Excel 2000
Learning Microsoft Word 97
Learning Microsoft Word 2000
Learning Office 2000
Step Into the World of Workplace Learning
The Teacher's Complete & Easy Guide to
Word Workshop for Teachers
Your Attitude Is Showing: A Primer of Human

### Word Processing

College Keyboarding: Keyboarding and Word
Fonts and Type
Glencoe Keyboarding With Computer
Keyboarding & Applications, Sessions 1-60
Learning Microsoft Word 97
Learning Microsoft Word 2000
Word Processing to Desktop Publishing
Word Workshop for Teachers

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## CD-ROM

Essential Skills/Compétences Essentielles
The Missing Link: The Software Career
Moving Online…More *Ready for Work*

## Kit

Ready for Work

## Print-Non-Fiction

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
Award Enterprises: An Information
Blueprint for Life/Work Designs
Business Communication: Process
Business English and Communication
The Canadian Office: Systems and
ClarisWorks 5.0 Tutorial: Macintosh and
College Keyboarding: Keyboarding and Word
College Keyboarding: Keyboarding Course
Communicating in the Workplace
Computer Concepts **(Out of Print Section)**
Computer Concepts: Systems, Applications
Computers: Tools for an Information Age
Dave's Quick 'n' Easy Web Pages
Desktop Publishing: The Art of
Developing Proofreading and Editing Skills
Employability Skills Toolkit for the Self
Excel Workshop for Teachers
Forms of Writing: A Brief Guide and
The Gregg Reference Manual
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
HTML Complete
Insights: Succeeding in the Information Age
The Internet Handbook for Writers
Keyboarding & Applications, Sessions 1-60
Learning Computer Applications: Projects
Learning Corel WordPerfect Suite 8
Learning Excel 2000
Learning Microsoft Excel 97
Learning Microsoft Office 97
Learning Microsoft Word 97
Learning Microsoft Word 2000
Learning Office 2000
Microsoft Office for Windows 95: Tutorial
Quick Course in Excel 97
Step Into the World of Workplace
The Teacher's Complete & Easy Guide to
Using Adobe Illustrator 9
Windows Millennium Edition: Concepts
Word Processing to Desktop Publishing
Word Workshop for Teachers
Your Attitude Is Showing: A Primer of Human

## Video

The Conversation of Design
Cool Job Series
Don't Risk Your Life
Dying to Work
Fonts and Type
How to Design Your Own Website, Parts 1
Photography, Graphic Arts & Desktop
Student Workshop: Communication
Successful Communication
Understanding Hazards and Risks
Using Computers Safely
WHMIS

# Photographics 10, Photography 20, 30

## Titles and Descriptions

**The Ansel Adams Guide: Basic Techniques of Photography: Book 2. 1st ed.** (Print-Non-Fiction). Schaefer, John P. Little, Brown and Co. (FEN), 1998. 386 p. ISBN 0-8212-1956-1 ($57.00 pbk.).

In this resource, Ansel Adams begins with a survey of the various ways that artists have used photography over the last century. In the ensuing chapters, he provides background on the more artistic ways to take and develop black-and-white and colour photographs. The author provides explanations on how to apply his Zone System process to the exposure, development and evaluation of any film. The emphasis in this resource is not so much the practical "how-to" of photography, but rather the creative elements that are used to develop photographs into works of art. Sample photographs are used to illustrate each of the points being discussed. An index is provided.
**Suggested Use:** Film, Printing, Mounting; Photographic Techniques; Teacher Reference

**Applied Photography. 2nd ed.** (Print-Non-Fiction). Dennis, Ervin A. Glencoe/McGraw Hill (MHR), 1993. 353 p. ISBN 0-8273-4911-4 ($64.94 hdc.).

Although this resource is getting dated, it does provide good coverage of virtually all areas of photography. Each chapter is divided into short units that start with objectives and key terms and finish with a summary and review questions. Several black-and-white photographs, line drawings and charts are used. Areas covered include photography science, careers, cameras, lenses, light, film processing and mounting. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**The Basic Book of Photography. 4th ed.** (Print-Non-Fiction). Grimm, Tom and Grimm, Michele. NAL/Dutton (CDS), 1997. 568 p. ISBN 0-452-27825-2 ($32.00 pbk.).

This is a very complete reference guide that allows the user to quickly access detailed information through the expanded table of contents. Black-and-white photographs are used to illustrate some of the topics, but it is more text-orientated than some of the other general resources that are listed in this bibliography. With this type of format, the book is useful for the beginner or the advanced photography student. An index and a glossary are included.
**Suggested Use:** General

**The Beginner's Guide to Pinhole Photography** (Print-Non-Fiction). Shull, Jim. Amherst Media, Incorporated (AMI), 1999. 78 p. ISBN 0-936262-70-2 ($17.95 U.S. pbk.).

As a tool for teaching the basics of photography, pinhole cameras can be very useful. This resource uses a step-by-step approach to show students how to build a pinhole camera, develop the pictures in a darkroom and use the proper exposure. Project ideas, building plans and advanced tips are all included. Line drawings and sample photographs are used to illustrate the techniques being discussed. An index and a glossary are included.
**Suggested Use:** Darkroom Techniques; Photographic Techniques; Survey Course - Middle Level; Survey Course - Secondary Level

**Beverly Buchanan** (Video). (A World of Art: Works in Progress Series). Annenberg/CPB Project **(MGR)**, 1997. 30 min. Dup. order no. V6762.

Buchanan's wide variety of art work (photography, painting, drawing and sculpture) examines the role of the shack in rural southern culture, not merely as a habitat but as aesthetic expression. This episode reveals Buchanan's remarkable eye and her ability to capture the full range of beauty in the

rural south.
**Suggested Use:** Photographic Techniques
**Other Use:** Arts Education: Secondary Level

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Canada's National Parks** (Print-Non-Fiction). Lloyd, Tanya. Whitecap Books Limited (WHI), 1997. 96 p. ISBN 1-55110-525-X ($17.95 hdc.).

(CAN) Essentially a picture book, this resource certainly can help students visualize the wide variety of landscapes and wildlife within our national parks. Each of the parks has at least one key aspect of its environment illustrated by a well-known Canadian photographer.
**Suggested Use:** Photographic Techniques
**Other Use:** Forestry Studies; Wildlife Management

**Career Options for Women Series** (Video). Please refer to the title: *Entertainment.*

**Close-Up Photography in Nature** (Print-Non-Fiction). Fitzharris, Tim. Firefly Books Ltd. (FIR), 1998. 111 p. ISBN 1-55209-152-X ($19.95 pbk.).

(CAN) In what may be considered a specialized field, the author provides an excellent overview of the topic. Information is given on the tools of the trade, field techniques, creativity and photographing subjects in the wild. Each of the techniques presented is accompanied by stunning colour photographs and a short description that discusses how to accomplish the task at hand.
**Suggested Use:** Photographic Techniques; Teacher Reference

**Digital Photography!: I Didn't Know You Could Do That... 2nd ed.** (Print-Non-Fiction). Sadun, Erica. Sybex, Inc. (FIR), 2001. 345 p. ISBN 0-7821-2965-X ($39.95 pbk.).

This resource contains over 60 projects to enhance the capability of the digital camera. Each of the projects contains step-by-step instructions and useful how-to information. Some of the topics covered include composing your shot, memory card care, basic photo fixes, repairing "red eye," making "funny money," creating 3-D images and printing. Black-and-white photographs illustrate each of the projects. An index and a glossary are included.

The accompanying CD contains a full version of the image-enhancing program, Adobe PhotoDeluxe 3.1. Also contained on the CD is Adobe ActiveShare, which allows for e-mailing of photos, and several other software programs.
**Suggested Use:** Digital Photography
**Other Use:** Photographics/Graphic Arts

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard/ca/nbec/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Entertainment** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. no. V6848. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This video from the *Career Options for Women Series* focuses on the entertainment industry which offers a variety of careers behind the camera as well as in digital post-production and animation. Viewers are given the opportunity to go behind the scenes and explore the entertainment careers of three very creative women–a photojournalist, a film colourist and an animation storyboard artist. The program also assures viewers that Canada's reputation as "Hollywood North" is well deserved. This means that there is a wealth of opportunities right here at home!

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Arts Education: Grades 6 to 9; Arts Education: Secondary Level; Communication Production Technology; Photographics/Graphic Arts

**The Equinox Guide to 35 mm Landscape Photography** (Print-Non-Fiction). Fitzharris, Tim. Camden House Publishing (CHPG), 1994. 110 p. ISBN 0-921820-98-4 ($19.95 pbk.).

(CAN) While *A Guide to Photographing the Canadian Landscape* is a collection of stunning photographs with creative tips, this resource takes more of a "how-to" approach. Information is provided on the proper equipment to use, light and film, composition and selling photographs. Beautiful colour photographs are used throughout the book to illustrate the techniques being discussed.
**Suggested Use:** Photographic Techniques; Teacher Reference

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Produced by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

The Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use:** All PAA Curricula

**Exploring Photography** (Print-Non-Fiction). Walker, Richard J. and Walker, Robert E. Goodheart-Willcox Publisher (NEL), 2000. 204 p. ISBN 1-56637-666-1 ($55.95 pbk.).

For those who are just starting to learn about photography, this is an excellent resource to use. All the basic principles are covered from the workings of a camera to film, lighting, using a darkroom and displaying photographs. Sections on the history of photography and careers are also included. Each chapter is divided into short sub-sections with review questions and project ideas at the end. The book is very well illustrated with line drawings and photographs. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and support services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**A Guide to Photographing the Canadian Landscape** (Print-Non-Fiction). Benson, Daryl and Wilson, Dale. Cullor Books (CUO), 1999. 151 p. ISBN 0-9684576-0-6 ($17.97 pbk.).

(CAN) Used as a teacher reference, this resource provides many examples of how effective landscape photography can be accomplished. Travelling from the Queen Charlotte Islands to Newfoundland, the authors have presented over 140 photographs of the Canadian landscape. Each of the photographs includes detailed information about how it was made. A special section on techniques with light, filters, props and digital equipment is included.
**Suggested Use:** Photographic Techniques; Teacher Reference

**Handbook of Photography. 5th ed.** (Print-Non-Fiction). Lovell, Ronald P., Zwahlen, Fred C. and Folts, James A. Delmar Publications (NEL), 2002. 397 p. ISBN 0-7668-2073-4 ($57.00 pbk.).

The layout of this resource makes it an excellent choice for students new to the subject of photography. Each of the six parts is subdivided into short chapters with several one-page topics discussed within each chapter. The major sections include cameras and picture taking, developing and printing, handling light and colour, digital photography, professional issues and photo history. The expanded table of contents makes it very easy to locate the exact topic that is needed within these sections. There are several "how-to" sections throughout the book that take students step-by-step through aspects such as developing film and taking pictures. Review questions are found at the end of each chapter. An index and a glossary are included.
**Suggested Use:** General

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Home-made Photography** (Video). Montizamber Photography Inc. (MZP), 1996. 39 min. Order no. T58-31-100 ($49.95).

Starting from the premise that it is raining and the chance of an outside shoot has been ruined, two photographers show what can be accomplished indoors using very basic equipment. Using only a 35mm camera and a tripod, the photographers use common household items to create effective backdrops and lighting to produce dramatic still life, tabletop and portrait images.
**Suggested Use:** Photographic Techniques

**Honest Vision: A Portrait of Todd Webb** (Video). Films by Huey (FBH), 1996. 55 min. ISBN 0-7815-0678-6 ($49.95 U.S.).

American photographer Todd Webb is featured in this video. Webb began showing his work that emphasizes cultural and historical photographs in 1946. New York cityscapes and portraits are only two examples of the high-quality photographs included in this program.
**Suggested Use:** Photographic Techniques
**Other Use:** Arts Education: Secondary Level

**How to Take Great Photographs With Any Camera. Pocket ed.** (Print-Non-Fiction). Hughes, Jerry. Phillips Lane Publishing (PHI), 1999. 96 p. ISBN 0-9634348-9-6 ($9.95 U.S. pbk.).

As the author states at the start of this handy resource, "Knowledge is your best piece of photo equipment." Using the composition,

angle, lighting and lens (C.A.L.L.) creative process, students will be able to approach common topics with a new view. "How-to" photographs and sketches accompany each of the topics. This is an excellent resource to use when learning the basics of photography.
**Suggested Use:** Photographic Techniques; Survey Course - Secondary Level

**How to Take Great Photographs With Any Camera. Pocket ed. II.** (Print-Non-Fiction). Hughes, Jerry. Phillips Lane Publishing (PHI), 2001. 36 p. ISBN 0-9634348-4-5 ($7.95 U.S. pbk.).

In this practical resource, the author has condensed the basic information from the textbook edition into a handy pocket-sized format. As the author states at the start of this resource, "The photographer, not the camera, makes the difference." As in his previous work, the author uses the composition, angle, lighting and lens (C.A.L.L.) creative process. The basic aspects of good photography are presented in this book using a simple and direct approach. Colour photographs and line drawings illustrate the dos and don'ts for each creative process that is discussed.
**Suggested Use:** Photographic Techniques; Survey Course - Middle Level

**In Real Life: Six Women Photographers. 1st ed.** (Print-Non-Fiction). Sills, Leslie. Holiday House, Inc. (ALL), 2000. 80 p. ISBN 0-8234-1498-1 ($23.96 hdc.).

The work of six women photographs is profiled in this book. By examining the approach each of these women took to their photographs, students will be able to see how basic portraits can become works of art. A variety of techniques and approaches that the photographers used are examined. Exceptional photographs to illustrate the key concepts accompany each technique. An index is included.
**Suggested Use:** Photographic Techniques; Portraiture
**Other Use:** Arts Education: Secondary Level

**Into Your Darkroom Step-by-Step. Rev. ed.** (Print-Non-Fiction). Curtin, Dennis P. and Musselman, Steve. Americana Pubs. (AMI), 1991. 90 p. ISBN 0-936262-06-0 ($24.95 U.S. pbk.).

Author and photographer Dennis Curtain provides information on everything from setting up a darkroom to evaluating and improving prints. He includes information on equipment, developing negatives (step-by-step), making proof sheets, making enlarged prints (step-by-step), and special techniques for fine prints. The text is interspersed with numerous black-and-white photographs and diagrams. Included are a table of contents and an index.
**Suggested Use:** Darkroom Techniques
**Other Use:** Arts Education: Secondary Level

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($60.26 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($11.09 pbk.).

This resource is ideally suited to Middle Level practical and applied arts courses as it introduces the fundamentals of several subject areas within the same book. Within the first section, the concept of technology is discussed with an emphasis on its origins, careers, safety, computers and energy. In the following sections, overall technologies such as communication, production and transportation are examined. Each of these in turn looks at particular subject fields such as construction or photography. The resource is very student friendly as it uses many photographs, drawings, graphs, activities, questions and summaries. Overall, this is an excellent resource to use, provided that the information is supplemented with more detailed information from each of the disciplines. An index and a glossary are included.
**Suggested Use:** Survey Course - Middle Level
**Other Use:** Construction and Carpentry; Design Studies; Drafting and Computer-Aided Design

**L. L. Bean Outdoor Photography Handbook** (Print-Non-Fiction). Rowinksi, Jim and Rowinksi, Kate. Lyons Press (FHW), 1999. 162 p. ISBN 1-55821-879-3 ($30.95 pbk.).

This resource is an excellent guide to all the tips of the trade that are needed to take great outdoor photographs. Each chapter concentrates on topics such as exposure, equipment, composition, close-ups, shooting wildlife and landscape shots. Within each chapter, special situations are discussed and colour photographs illustrate the points being made. An index and a glossary are included.
**Suggested Use:** Photographic Techniques

**Lorna Simpson** (Video). (A World of Art: Works in Progress Series). Annenberg/CPB Project **(MGR)**, 1997. 30 min. Dup. order no. V6770.

One of the recurring themes in photographer Lorna Simpson's work is the ambiguous terrain connecting words and images. In the fall of 1995, Simpson designed a group of large-scale landscapes printed on felt that are the focus of this program. While there is some discussion of couples engaging in sexual activity in public places, there are no explicit images.
**Suggested Use:** Photographic Techniques
**Other Use:** Arts Education: Secondary Level

**Making Contact Series** (Print-Non-Fiction). Please refer to the title: *Photography.*

**Margaret Bourke-White: Her Pictures Were Her Life** (Print-Non-Fiction). Rubin, Susan Goldman. Abrams, Harry N., Inc. (GBW), 1999. 96 p. ISBN 0-8109-4381-6 ($29.95 hdc.).

One of the first female photojournalists was Margaret Bourke-White. Her stunning black-and-white photographs, which rose to the level of art, are profiled in this book. From the 1920s through the 1950s, she created compassionate photographic records of the social, political and economic forces at work in the world. The study of these photographs will assist students in understanding the techniques used and the ways that the results were obtained. An index is included.
**Suggested Use:** Photographic Techniques
**Other Use:** Arts Education: Grades 6 to 9; English Language Arts 10; English Language Arts 20; English Language Arts 30

**Microsoft Picture It!: Publishing Platinum** (CD-ROM). Microsoft Corporation (PLM), 2002. No order number is required. ($41.00).

This is a very powerful program that allows a user to fix problem photographs digitally and produce professional looking layouts. Brightness, sharpness, "red eye," removing scratches in old photos and changing the colour of objects are just some of the areas that can be fixed. There are over 15 000 project templates to create calendars, flyers, custom photo cards and T-shirts. It is also possible to add photographs to web pages and e-mail. It is advisable for users to check the system requirements carefully to ensure compatibility with their systems.
**Suggested Use:** Digital Photography
**Other Use:** Photographics/Graphic Arts

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Northern Sandscapes: Exploring Saskatchewan's Athabasca Sand Dunes** (Print-Non-Fiction). Karpan, Robin and

Karpan, Arlene. Parkland Publishing (PKL), 1998. 128 p. ISBN 0-9683579-0-3 ($29.95 pbk.).

(SK) Stunningly beautiful photography is combined with eloquent descriptions that chronicle the journey of a writer and a photographer as they explore the vast Athabasca Sand Dunes. This book is an excellent example of nature photography. The aerial photography is useful to show patterns, and the photographs can also be used to illustrate close-ups and composition.
**Suggested Use:** Photographic Techniques
**Other Use:** English Language Arts 30

**Opportunities in Photography Careers. Rev. ed.** (Print-Non-Fiction). Johnson, Bervin, Mayer, Robert E. and Schmidt, Fred. (VGM Opportunities Series). VGM Career Horizons (MHR), 1999. 145 p. ISBN 0-8442-6553-5 ($16.95 pbk.).

Although this is an American resource, students will be able to get an overview of the career options available in photography. The sections on training and schools do include a Canadian component. The majority of the book includes separate sections on the main areas of photography (commercial, portrait, industrial, scientific and photojournalism). Each of these sections provides detailed information about the advantages and disadvantages of working in that area, job preparation and necessary equipment. Several appendixes provide additional information on periodicals, associations, schools and workshops.
**Suggested Use:** Career Development

**Photo & Digital Imaging** (Print-Non-Fiction). Klasey, Jack. Goodheart-Willcox Publisher (GAG), 2002. 524 p. ISBN 1-56637-879-6 ($72.50 hdc.).

This resource could be used as a teacher reference or for student use. The material is presented in an accessible format and is supported by good photographs. Information is current with an emphasis on black-and-white photography and digital photography. The book provides good explanations of various techniques and has an extensive glossary of technical terms. There are review questions at the end of each section.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Photo Developments: A Guide to Handling Photographic Chemicals. 2nd ed.** (Print-Non-Fiction). Ayers, G. and Zaczkowski, J. Envision Compliance Ltd. (EVC), 1998. 66 p. ISBN 1-895804-03-5 ($15.95 pbk.).

This small handbook contains a very detailed summary of the ingredients in the common chemicals used in photographic processing. Suggestions are given about safety equipment and the procedures to follow in case an accident occurs. Each photographic process, such as colour negative, colour slide or black-and-white paper, has a page describing the typical ingredients of the common chemicals used in each stage of developing. The hazards and precautions to exercise are also given. This is an excellent resource to have on hand.
**Suggested Use:** Safety

**The Photographic Eye: Learning to See With a Camera. Rev. ed.** (Print-Non-Fiction). O'Brien, Michael F. and Sibley, Norman. Davis Publications, Inc. (FHW), 1995. 287 p. ISBN 0-87192-283-5 ($52.95 hdc.).

This resource covers both technical and artistic composition in photography. It emphasizes photography as creative expression in which the camera can be used to reveal more than just the image. Exercises at the end of each unit use concepts from the lesson in context and offer additional photography tips. Several appendices provide information on processing, colour, manipulation, presentation and advanced techniques. Included are a table of contents, a glossary and an index.
**Suggested Use:** Photographic Techniques
**Other Use:** Arts Education: Secondary Level

**Photographing the World Around You: A Visual Design Workshop** (Print-Non-

Fiction). Patterson, Freeman. Key Porter Books Limited (FEN), 1994. 168 p. ISBN 1-55013-590-2 ($24.95 pbk.).

(CAN) For students who are more interested in the creative side of photography, this resource will help them learn to see and then use their camera to record and interpret what they see. Based on the author's annual workshops, the book conveys some of the flavour and intensity of the workshop experience. The emphasis is on composition, and several exercises and assignments are included to encourage the creative side of photography. A sampling of topics includes light, shape, line, dominance, balance and rhythm. Each of the topics is illustrated with colour photographs.
**Suggested Use:** Photographic Techniques

**Photography. 1st ed.** (Print-Non-Fiction). Vander Hook, Sue. (Making Contact Series). Saunders Book Company (KRS), 2000. 32 p. ISBN 1-887068-62-7 ($28.90 hdc.).

This short and well-illustrated book provides a quick overview to the history and development of photography. The book is written at an introductory level and would be best used as a library resource for students taking photography as part of a survey course at the Middle Level. An index is included.
**Suggested Use:** Photographic Techniques; Survey Course - Middle Level

**Photography. 7th ed.** (Print-Non-Fiction). London, Barbara, et al. Prentice Hall Inc. (PRN), 2002. 426 p. ISBN 0-13-028271-5 ($91.75 pbk.).

In what many regard as a classic resource, this book leads students from the basics of photography to more advanced topics. Everything from cameras, lenses and film to exposure, developing, mounting, digital imaging and special techniques is covered in this well-illustrated book. The examples are laid out very well and use photographs or line drawings to illustrate each step of the process. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Photography. 2nd ed.** (Print-Non-Fiction). Frost, Lee. (Teach Yourself Series). Hodder & Stoughton Educational (MHR), 2000. 154 p. ISBN 0-658-00893-5 ($21.95 pbk.).

Within this short resource, information is given to take a student from the very basics of selecting a camera to the skills needed to create special effects. There is a chapter on digital photography, but the emphasis is on 35mm cameras. Areas such as lenses, exposure, film, filters, composition, travel photographs and close-ups are covered. Colour photographs, line drawings and charts are used to illustrate the well-organized information. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Photography. 2nd ed.** (Print-Non-Fiction). Warren, Bruce. Delmar Publications (NEL), 2002. 602 p. ISBN 0-7668-1777-6 ($76.50 pbk.).

While some of the other resources, such as *Applied Photography* and *Exploring Photography,* provide introductory information, this resource is excellent to use as a source of both basic and advanced knowledge. While the contents are similar to other titles (getting started, film, exposure, cameras, developing, printing, light and composition), the information presented in this resource goes into much more detail. Sample photographs, charts, graphs and line drawings are used throughout the text. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Photography for the Joy of It. Rev. ed.** (Print-Non-Fiction). Patterson, Freeman. Key Porter Books Limited (FEN), 1989. 168 p. ISBN 1-55013-095-1 ($26.95 pbk.).

(CAN) Considered one of Canada's best photographers, Freeman Patterson has assembled a resource that provides clear instruction for beginning colour or black-and-white photographers. While this is a book for

beginners, it is not done in the traditional style. The author takes a broader perspective in trying to get the new photographer to go beyond the mechanics and learn to see when making pictures. Several special features are discussed and illustrated with colour photographs. Experimenting with selective focus, creating double exposures, making pictures at night and showing motion in still pictures are just a few of the special topics covered.
**Suggested Use:** Photographic Techniques

**Photography, Graphic Arts & Desktop Publishing** (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 13 min. Order no. 700305-61 ($109.00).

While scenes from each discipline are shown, a narrator discusses the basic principles behind photography, graphic arts and desktop publishing. Although brief, these five-minute overviews do capture the interconnections of each area. How-to information and profiles of professionals in each of these areas are also included. The necessary equipment is outlined and demonstrated in real-life applications.
**Suggested Use:** General
**Other Use:** Information Processing; Photographics/Graphic Arts

**Photography 101 Series** (Video). Clearvue/eav (CVE), 1996. 27 min. Order numbers follow. ($20.00 U.S.).

Titles in this series include the following:

| | |
|---|---|
| *Landscape Country* | 6VH3986 |
| *Mother Nature's Studio* | 6VH3987. |

Designed for beginners to intermediates, this series offers step-by-step instruction on the art of creative photography. The emphasis is on "thinking" better pictures and then using basic skills to make excellent photographs. The principles of lighting, posing, backgrounds and expressions are applied to photographing people in the outdoors. Lighting and composition skills are put into practice with urban and rural landscape pictures.
**Suggested Use:** Photographic Techniques; Portraiture; Survey Course - Middle Level; Survey Course - Secondary Level

**Photoshop 5 Bible. Gold ed.** (Print-Non-Fiction). McCelland, Deke. IDG Books Worldwide, Inc. (NEL), 1999. 944 p. ISBN 0-7645-3372-X ($89.99 hdc.).

If you are using Adobe Photoshop 5.0 as a software program, this resource will assist with its effective use. The book provides a guided tour of the many features that exist within the Adobe program. The author shows how to use the book to go beyond the features to solve issues that arise in the real world. Some of the topics covered include basic colour management, the commercial art process, fine art printing, retouching with the history brush, a web graphics primer, enhancing vector art work and colour mapping. Drawings and photographs are used throughout the resource to illustrate the key points being made. An index and an expanded table of contents assist with accessing the information within this very complete resource.

The two CD-ROMS that accompany the book contain many useful images, utilities, tips and plug-ins.
**Suggested Use:** Digital Photography
**Other Use:** Photographics/Graphic Arts

**Photoshop Retouching Handbook** (Print-Non-Fiction). Braverman, Carol. IDG Books Worldwide, Inc. (NEL), 1998. 228 p. ISBN 1-55828-599-7 ($69.99 pbk.).

While Photoshop has an amazing number of tools, this resource concentrates on the key elements that will help students to develop an aesthetic sensibility about retouching. In addition, the lessons, which correlate to the photographs in the CD, will encourage students to become more proficient in the technical aspects of the craft. The book uses a very pragmatic approach as it starts off with the importance of learning how to assess the elements of a photograph, discusses the process of retouching and then finishes with a section on image manipulation. The resource is well illustrated with colour photographs to illustrate each step of the process being discussed. An index is included.

The accompanying CD includes a copy of Adobe Photoshop 5.0 Tryout Version. This program, combined with the photographs on the CD, allows the student to progress through the lessons using a practical approach to learn the skills of retouching photographs.
**Suggested Use:** Digital Photography; Photographic Techniques; Teacher Reference
**Other Use:** Photographics/Graphic Arts

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Saskatchewan Naturally Magazine** (Periodical). September House Publishing (SHE). Published quarterly - No order number is required. ($21.35).

(SK) With a combination of stunning photographs and well-written articles, this journal provides an excellent depiction of Saskatchewan. Each issue has several themes highlighted by an individual article. Some sample areas covered include recreation (fly-fishing), wildlands (canoeing the Clearwater River) and art and history (ferries of the Saskatchewan River).
**Suggested Use:** Photographic Techniques
**Other Use:** Canadian Studies; Science: Grades 6 to 9; Social Studies: Grades 1 to 5; Wildlife Management

**Seizing the Light: A History of Photography** (Print-Non-Fiction). Hirsch, Robert. McGraw-Hill Ryerson Limited (MHR), 2000. 530 p. ISBN 0-697-14361-9 ($56.95 pbk.).

Using a chronological approach, the author examines each of the key stages in the development of photography. Along the way, some of the most famous pictures by leading photographers are used to illustrate the new techniques that were developed and the changes that occurred in photography. This is an excellent resource to have in the resource centre for the serious student to consult. An index is included.
As with most photography books, careful screening should be done to ensure that the content is appropriate.
**Suggested Use:** Photographic Techniques; Teacher Reference

**A Short Course in Photography: An Introduction to Black-and-White Photographic Technique. 4th ed.** (Print-Non-Fiction). London, Barbara and Stone, Jim. Prentice Hall Inc. (PRN), 2001. 185 p. ISBN 0-13-028317-7 ($46.71 pbk.).

This is a very comprehensive, yet concise look at all aspects of black-and-white photography. Cameras, film, processing, lighting, special techniques, exposure and composition are just some of the areas discussed. Photographs and line drawings illustrate each of the short sections. The instructions are clear and given in a step-by-step process. This would serve as an excellent resource for the beginning photographer. An index and a glossary are included.
**Suggested Use:** General; Photographic Techniques; Survey Course - Secondary Level

**Start With a Digital Camera: A Guide to Using Digital Photography to Create High-Quality Graphics** (Print-Non-Fiction). Odam, John. Peachpit Press (PRN), 1999. 146 p. ISBN 0-201-35424-1 ($35.18 pbk.).

The key word in this title is "start." Published in 1999, this resource does a good job of introducing students to the basics of the rapidly changing field of digital photography. Background information on digital cameras and film is given. The majority of the book deals with specific topics such as editing and manipulating digital images, creating textures and backgrounds, and using digital photos in graphic arts. Each of the areas dealt with has concise and well-illustrated step-by-step examples that students can duplicate. An index is included.
**Suggested Use:** Digital Photography
**Other Use:** Photographics/Graphic Arts

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/dafault.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Teach Yourself Series** (Print-Non-Fiction). Please refer to the title: *Photography.*

**Understanding Exposure** (Print-Non-Fiction). Peterson, Bryan. Watson-Guptill Pubns., Inc. (GBW), 1990. 144 p. ISBN 0-8174-3712-6 ($36.50 pbk.).

For the beginning photographer, this resource gives the basic information needed for one of the most important aspects of photography, exposure. Metering, aperture, shutter speed, film and special techniques are the general areas discussed. Within each of these areas, there is more detailed information on specialized topics such as depth of field, close-ups and blurring the subject. The necessary "how-to" information for each of the topics is presented through beautiful colour photographs. An index is included.
**Suggested Use:** Photographic Techniques

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**VGM Opportunities Series** (Print-Non-Fiction). Please refer to the title: *Opportunities in Photography Careers.*

**The Way We Communicate Series** (Video). Please refer to the title: *Photography, Graphic Arts & Desktop Publishing.*

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**A World of Art: Works in Progress Series** (Video). Please refer to the titles: *Beverly Buchanan* and *Lorna Simpson.*

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Photographer: The Ultimate Photography Simulation** (CD-ROM). Clearvue/eav, 1996.

This program simulates virtually every function of a 35mm camera. Through a host of realistic photo opportunities, students can change the scenes, the camera position and the lighting. Once the picture is "taken," there are helpful reviews and photographic tips about the finished product. A workbook accompanies the CD-ROM.
**Suggested Use:** Photographic Techniques

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Photographics/Photography. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://sasked.gov. sk. ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other photographics/photography resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**The Basic Book of Photography. 4th ed.** (Print-Non-Fiction). Grimm, Tom and Grimm, Michele. NAL/Dutton (CDS), 1997. 568 p. ISBN 0-452-27825-2 ($32.00 pbk.).

**The Beginner's Guide to Pinhole Photography** (Print-Non-Fiction). Shull, Jim. Amherst Media, Incorporated (AMI), 1999. 78 p. ISBN 0-936262-70-2 ($17.95 U.S. pbk.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Digital Photography!: I Didn't Know You Could Do That... 2nd ed.** (Print-Non-Fiction). Sadun, Erica. Sybex, Inc. (FIR), 2001. 345 p. ISBN 0-7821-2965-X ($39.95 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Exploring Photography** (Print-Non-Fiction). Walker, Richard J. and Walker, Robert E. Goodheart-Willcox Publisher (NEL), 2000. 204 p. ISBN 1-56637-666-1 ($55.95 pbk.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Handbook of Photography. 5th ed.** (Print-Non-Fiction). Lovell, Ronald P., Zwahlen, Fred C. and Folts, James A. Delmar Publications (NEL), 2002. 397 p. ISBN 0-7668-2073-4 ($57.00 pbk.).

**How to Take Great Photographs With Any Camera. Pocket ed.** (Print-Non-Fiction). Hughes, Jerry. Phillips Lane Publishing (PHI), 1999. 96 p. ISBN 0-9634348-9-6 ($9.95 U.S. pbk.).

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($60.26 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($11.09 pbk.).

**Photo Developments: A Guide to Handling Photographic Chemicals. 2nd ed.** (Print-Non-Fiction). Ayers, G. and Zaczkowski, J. Envision Compliance Ltd. (EVC), 1998. 66 p. ISBN 1-895804-03-5 ($15.95 pbk.).

**Photography. 2nd ed.** (Print-Non-Fiction). Frost, Lee. (Teach Yourself Series). Hodder & Stoughton Educational (MHR), 2000.

154 p. ISBN 0-685-00893-5 ($21.95 pbk.).

**Photography. 2nd ed.** (Print-Non-Fiction). Warren, Bruce. Delmar Publications (NEL), 2002. 602 p. ISBN 0-7668-1777-6 ($76.50 pbk.).

**Photography. 7th ed.** (Print-Non-Fiction). London, Barbara, et al. Prentice Hall Inc. (PRN), 2002. 426 p. ISBN 0-13-028271-5 ($91.75 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

**A Short Course in Photography: An Introduction to Black-and-White Photographic Technique. 4th ed.** (Print-Non-Fiction). London, Barbara and Stone, Jim. Prentice Hall Inc. (PRN), 2001. 185 p. ISBN 0-13-028317-7 ($46.71 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this Photographics/Photography curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Beverly Buchanan** (Video). (A World of Art: Works in Progress Series). Annenberg/CPB Project **(MGR)**, 1997. 30 min. Dup. order no. V6762.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Entertainment** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. no. V6848. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Lorna Simpson** (Video). (A World of Art: Works in Progress Series). Annenberg/CPB Project **(MGR)**, 1997. 30 min. Dup. order no. V6770.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Agfa Photo Products*
http://www.afga.com/photo/products/index.html

*Apogee Photo - The Internet's Photography Magazine*
http://www.apogeephoto.com/PFYP.shtml

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BetterPhoto.com – Your Online Photo Guide*
http://www.betterphoto.com/exploring/tips.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Photography Website Index*
http://wwwphotonorth.com

*Career Awareness*
http://www.hrdc.gc.ca/career

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Filters for Colour and Black & White Imaging*
http://www.tiffen.com/Header_page_tiffen_filters.htm

*Fodors.com - Focus on Photography*
http://www.fodors.com/focus/

*Honest Answers for Budding Photographers…*
http://www.betterphoto.com

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Kodak - How to Make and Use a Pinhole Camera*
http://www.kodak.com/global/en/consumer/education/lessonPlans/pinholeCamera/index.shtml

*Kodak Lesson Plans - Career Education*
http://www.kodak.com/global/en/consumer/education/lessonPlans/indices/careerEducation.shtml

*Kodak Professional PCS Pro 14n Digital Camera User's Guide*
http://www.kodak.com/global/en/service/manuals/GLB_en_urg_00088_manual/urg00088c10s0.jhtml

*Kodak's Home Page*
http://www.kodak.com

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Nikon - Guide to Lenses*
http://www.nikon-image.com/eng/Lens Guide/index.html

*Paint Shop Pro Tips and Tutorials*
http://www.jasc.com/tutorials.asp

*Photo Life – Canada's Photography Magazine*
http://www.photolife.com/PhotoLife/

*Photo Net*
http://www.photo.net/photo

*Photographic Concepts - Exposure*
http://www.photonhead.com/exposure/

*Photography*
http://www.geocities.com/Paris/Rue/2830/photo.html

*Photography Tips.com*
http://www.photographytips.com/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Short Courses in Photography*
http://www.shortcourses.com

*A Short Course in Using Your Digital Camera*
http://www.shortcourses.com/using/index.htm

*Washington Post - Camera Works*
http://www.washingtonpost.com/wp-dyn/photo/index.html

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Development

Blueprint for Life/Work Designs
Entertainment
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielle
Guide for New Workers
Guide for New Workers: Counsellor/Classroom
High School to Apprenticeship: A Link to the
Opportunities in Photography Careers
Step Into the World of Workplace Learning: A

### Darkroom Techniques

The Beginner's Guide to Pinhole Photography
Into Your Darkroom Step-by-Step

### Digital Photography

Digital Photography!: I Didn't Know You
Microsoft Picture It!: Publishing Platinum
Photoshop 5 Bible
Photoshop Retouching Handbook
Start With a Digital Camera: A Guide to

### Film, Printing, Mounting

The Ansel Adams Guide: Basic Techniques

### General

Applied Photography
The Basic Book of Photography
Exploring Photography
Handbook of Photography
Photo & Digital Imaging
Photography (Frost)
Photography (London)
Photography (Warren)
Photography, Graphic Arts & Desktop
A Short Course in Photography

### Photographic Techniques

The Ansel Adams Guide: Basic Techniques
The Beginner's Guide to Pinhole Photography
Beverly Buchanan
Canada's National Parks
Close-Up Photography in Nature
The Equinox Guide to 35 mm Landscape
A Guide to Photographing the Canadian
Home-made Photography
Honest Vision: A Portrait of Todd Webb
How to Take Great Photographs With Any
How to Take Great Photographs With (ed. II)
In Real Life: Six Women Photographers
L. L. Bean Outdoor Photography Handbook
Lorna Simpson
Margaret Bourke-White: Her Pictures Were
Northern Sandscapes: Exploring
Photographer: The **(Out of Print Section)**
The Photographic Eye: Learning to See
Photographing the World Around You
Photography (Vander Hook)
Photography for the Joy of It
Photography 101 Series
Photoshop Retouching Handbook
Saskatchewan Naturally Magazine
Seizing the Light: A History of Photography
A Short Course in Photography
Understanding Exposure

### Portraiture

In Real Life: Six Women Photographers
Photography 101 Series

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Photo Developments: A Guide to Handling
Ready for Work
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Applied Photography
The Beginner's Guide to Pinhole Photography
Exploring Photography
Helping Solve the **(Out of Print Section)**

How to Take Great Photographs With
Introduction to Technology
Photo & Digital Imaging
Photography (Frost)
Photography (Vander Hook)
Photography 101 Series

**Survey Course - Secondary Level**

Applied Photography
The Beginner's Guide to Pinhole
Exploring Photography
Helping Solve the **(Out of Print Section)**
How to Take Great Photographs With
Photo & Digital Imaging
Photography (Frost)
Photography (London)
Photography 101 Series
A Short Course in Photography

**Teacher Reference**

The Ansel Adams Guide: Basic Techniques
Blueprint for Life/Work Designs
Close-Up Photography in Nature
The Equinox Guide to 35 mm Landscape
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor/Classroom
A Guide to Photographing the Canadian
Photography (Warren)
Photoshop Retouching Handbook
Seizing the Light: A History of Photography
Step Into the World of Workplace Learning: A

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Microsoft Picture It!: Publishing Platinum
Moving Online…More *Ready for Work*
Photographer: The **(Out of Print Section)**

### Kit

Ready for Work

### Periodical

Saskatchewan Naturally Magazine

### Print-Non-Fiction

The Ansel Adams Guide: Basic Techniques
Applied Photography
The Basic Book of Photography
The Beginner's Guide to Pinhole Photography
Blueprint for Life/Work Designs
Canada's National Parks
Close-Up Photography in Nature
Digital Photography!: I Didn't Know You
Employability Skills Toolkit for the Self
The Equinox Guide to 35 mm Landscape
Exploring Photography
Guide for New Workers
Guide for New Workers: Counsellor/Classroom
A Guide to Photographing the Canadian
Handbook of Photography
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship
How to Take Great Photographs With Any
How to Take Great Photographs With (ed. II)
In Real Life: Six Women Photographers
Into Your Darkroom Step-by-Step
Introduction to Technology
L. L. Bean Outdoor Photography Handbook
Margaret Bourke-White: Her Pictures Were
Northern Sandscapes: Exploring
Opportunities in Photography Careers
Photo & Digital Imaging
Photo Developments: A Guide to Handling
The Photographic Eye: Learning to See
Photographing the World Around You
Photography (Frost)
Photography (London)
Photography (Vander Hook)
Photography (Warren)
Photography for the Joy of It
Photoshop 5 Bible
Photoshop Retouching Handbook
Seizing the Light: A History of Photography
A Short Course in Photography
Start With a Digital Camera: A Guide to
Step Into the World of Workplace Learning
Understanding Exposure

### Video

Beverly Buchanan
Don't Risk Your Life
Dying to Work
Entertainment
Home-made Photography
Honest Vision: A Portrait of Todd Webb
Lorna Simpson
Photography, Graphic Arts & Desktop
Photography 101 Series
Understanding Hazards and Risks
WHMIS

# Photographics 10, Graphic Arts 20, 30

## Titles and Descriptions

**Adobe FrameMaker 6.0** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2000. 391 p. ISBN 0-201-70014-X ($45.56 pbk.).

FrameMaker is one of the more popular programs to use in graphic arts. It is particularly strong in page design and book building. This resource provides step-by-step guidance in FrameMaker basics as well as more advanced techniques. Each chapter or lesson deals with a specific topic such as page layout, graphics, books and web publishing. Each lesson has subtopics that are handled in two-to-four pages. Screen illustrations are used throughout the resource to guide the user through each exercise. An expanded table of contents and an index are included.

The accompanying CD-ROM includes folders for all 15 lessons.
**Suggested Use:** Computer-Aided Graphic Design; Layout
**Other Use:** Information Processing

**Adobe Illustrator 8.0** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1998. 417 p. ISBN 1-56830-470-6 ($45.43 pbk.).

Part of a series of hands-on software training workbooks, this resource allows users to learn quickly and easily the features of Adobe Illustrator. Whether it is print, multimedia or online graphics, this book provides step-by-step instructions to the basic and advanced features of Adobe Illustrator. Each lesson covers topics such as creating basic shapes, painting, working with type, creating watercolour or airbrush effects and combining Illustrator graphics and PhotoShop images. Screen illustrations in black-and-white and in colour are used throughout the book to guide users through the lessons. An expanded table of contents and an index are included.

The enclosed CD-ROM contains electronic files for each of the lessons.
**Suggested Use:** Computer-Aided Graphic Design; Layout
**Other Use:** Information Processing

**Adobe PageMaker 6.5 Plus: Productivity Kit** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1999. 184 p. ISBN 0-201-65897-6 ($37.50 pbk.).

If PageMaker is one of the software programs being used in the graphic arts program, this resource can provide excellent tips on the best way to put the templates and clipart to work. The book contains 24 projects that guide the user through producing matched stationery, business cards, invoices and price lists. The techniques for customizing templates to create newsletters, flyers and direct mail ads are also included. Colour and black-and-white screen drawings illustrate each of the instructional steps. An index is included.
**Suggested Use:** Computer-Aided Graphic Design; Promotion and Design
**Other Use:** Information Processing

**Adobe PageMaker 7.0** (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2002. 324 p. ISBN 0-201-75625-0 ($34.58 pbk.).

PageMaker is one of the premier software tools for producing business communications in the form of newsletters, brochures, colour catalogues, magazines or web pages. This resource provides step-by-step instructions for creating specific projects, such as a booklet for a CD jewel case, a flyer or a newsletter. The instructions are easy to follow and the black-and-white screen illustrations assist in visualizing each step of the project. An index is included.

The enclosed CD includes folders related to each lesson of the book.
**Suggested Use:** Computer-Aided Graphic

Design; Promotion and Design
**Other Use:** Information Processing

**Animation: Basic Camera Techniques** (Video). (Art Is... Video Series). Crystal Productions (CVE), 1998. 29 min. Order no. B6VH5491 ($25.00 U.S.).

In this video, two professional film artists illustrate the principles of animation. They take the viewer from the basics of drawing to filming the animated drawings with a camcorder. Careers in animation are also covered.
**Suggested Use:** Animation; Career Development
**Other Use:** Communication Production Technology

**Art Is...Video Series** (Video). Please refer to the title: *Animation: Basic Camera Techniques.*

**AutoCAD 2000: Visual JumpStart** (Print-Non-Fiction). Frey, David. Sybex, Inc. (FIR), 2000. 256 p. ISBN 0-7821-2777-0 ($29.95 pbk.).

As AutoCAD becomes the accepted standard for computer-aided design programs, it is essential to have resources that will introduce students to the basics in an easy-to-use format. This resource takes an excellent approach to level out the learning curve so the many features of AutoCAD will not intimidate students. Screen shots and line drawings are combined with a step-by-step layout to take students through topics such as understanding how the commands work, drawing, editing, using object snaps, creating layers and putting dimensions on a drawing. An index and a glossary are included.
**Suggested Use:** Computer-Aided Graphic Design
**Other Use:** Design Studies; Drafting and Computer-Aided Design

**Basic Visual Concepts and Principles for Artists, Architects, and Designers** (Print-Non-Fiction). Wallschlaeger, Charles and Busic-Snyder, Cynthia. Brown & Benchmark (MHR), 1992. 527 p. ISBN 0-697-00651-4 ($115.95 pbk.).

This resource presents a very thorough analysis of visual communication. The intent is to provide students with a process-orientated approach to learning the visual language—that is, the theories, concepts and skills used in creating form. This detailed text includes lessons that are reinforced with exercises that help students apply the various concepts. Many detailed drawings and photographs are interspersed throughout the book. Each chapter contains an outline, objectives and a glossary. This resource would suit students working on independent projects at an advanced level. It includes an expanded table of contents and an index.
**Suggested Use:** Graphic Design
**Other Use:** Design Studies; Drafting and Computer-Aided Design

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Opportunities in Television, Cable, Video, and Multimedia** (Print-Non-Fiction). Reed, Maxine K. and Reed, Robert M. Facts on File, Inc. (ERD), 1999. 274 p. ISBN 0-8160-3941-0 ($26.44 pbk.).

Although this is an American resource, it does provide an excellent overview to the many careers that are available in several fields of media. Over 100 jobs are described within broad categories such as programming, production, advertising, performance, education and multimedia. Each job, whether it is a video sales clerk or a news anchor, has a description of the position, the average salary, the skills needed, education required and employment prospects. A section on minority and women's opportunities is also included. An index is provided.
**Suggested Use:** Career Development
**Other Use:** Communication Production Technology

**Career Options for Women Series** (Video). Please refer to the title: *Entertainment.*

**Career Options for Women II Series** (Video). Please refer to the title: *Video Games.*

**Cel Mates** (Video). National Film Board of Canada (NFB), 1992. 13 min. Order no. 9192 164 ($39.95).

(CAN) Through the use of humour and a "film within a film," three award-winning animators from Winnipeg are profiled. The basics of animation, the painstaking detail and the type of personality needed for this work are addressed.
**Suggested Use:** Animation; Career Development
**Other Use:** Communication Production Technology

**Classroom in a Book Series** (Print-Non-Fiction). Please refer to the titles: *Adobe FrameMaker 6.0, Adobe Illustrator 8.0, Adobe PageMaker 6.5 Plus: Productivity Kit* and *Adobe PageMaker 7.0.*

**Communication Technology: Today and Tomorrow. 2nd ed.** (Print-Non-Fiction). Sanders, Mark. Glencoe/McGraw-Hill (MHR), 1997. 445 p. ISBN 0-02-838759-7 ($61.07 hdc.). Teacher's Resource Binder - ISBN 0-02-838761-9 ($199.00 binder).

This resource takes a very broad look at the entire area of communications. As a result, the book examines topics such as the impact of technology, computers, photography, CAD design and graphic production. Only a few chapters focus on the graphic arts. If teachers are looking for a general introductory book, this may fill the need. The book was developed for use as a resource at the Middle Level. It offers colourful illustrations, an index and a glossary.

The teacher's resource binder contains lesson plans, tests, activities, handouts, overheads and many other items.
**Suggested Use:** General; Survey Course - Middle Level
**Other Use:** Communication Production Technology

**The Communicator's Handbook: Tools, Techniques and Technology. 4th ed.** (Print-Non-Fiction). Calvert, Patricia, ed. Maupin House Publishing (ARL), 2000. 232 p. ISBN 0-929895-32-0 ($37.95 U.S. pbk.).

This resource gives practical advice to aid effective communication in newspapers, magazines, newsletters and brochures. It also guides communication in radio, television news, multimedia, video and public speaking in several contexts. Included are sections dealing with photography, graphic and exhibit design, the Internet and emerging issues in communication. The book contains a table of contents and numerous visuals.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Communication Production Technology; English Language Arts 20

**Comprehensive Graphic Arts. 3rd ed.** (Print-Non-Fiction). Dennis, Ervin A. and

Jenkins, John D. Glencoe/McGraw-Hill (MHR), 1991. 633 p. ISBN 0-02-681251-7 ($84.57 hdc.).

While this resource is dated, it does provide a good overview of the subject. Topics such as type styles, layout, composition, letterpress, lithographics and screen printing are covered. As this list of topics illustrates, the emphasis of the book is on the printing process within graphic arts. Photographs, drawings and tables are used throughout the text to supplement the information. An index and a glossary are included.
**Suggested Use:** General; Layout

**Computer Careers for Artists** (Video). Double Diamond Corporation (CVE), 1994. 23 min. Order no. B6VH5621 ($70.00 U.S.).

This video does an excellent job of showing how computer animation skills can lead to a career in the computer industry. Through examining the history of computer graphics and the skills needed to be a graphic artist, the foundations needed for a career in the computer industry are laid. Successful graphic artists who use computers extensively are interviewed. Students will learn that creativity and hard work are still the key ingredients of success. The use of excellent visuals makes the video appealing.
**Suggested Use:** Animation; Career Development; Computer-Aided Graphic Design
**Other Use:** Communication Production Technology

**The Conversation of Design** (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634202 ($55.00).

(CAN) This is an informative video that deals with how the message should be displayed in a desktop published document. Practical tips and examples of creating simple and effective ads and pages are provided.
**Suggested Use:** Promotion and Design

**Cool Jobs Series** (Video). Please refer to the title: *Multimedia*.

**Dave's Quick 'n' Easy Web Pages: An Introductory Guide to Creating Web Sites. 2nd ed.** (Print-Non-Fiction). Lindsay, Dave and Lindsay, Sean, illus. Erin Publications (ERN), 2001. 116 p. ISBN 0-9690609-8-X ($18.95 pbk.).

As the title states, this is an excellent resource to use when there is a need to create your own website. The areas of layout, hyperlinks, colour, images, sound, animated images and banners are all covered in a step-by-step approach. An index is included.
**Suggested Use:** Computer-Aided Graphic Design
**Other Use:** Computer Science 20, 30

**Design Graphics: Drawing Techniques for Design Professionals** (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 ($39.60 pbk.).

Intended as an introductory book, this resource shows simple techniques and skills related to sketching and design development. Through its presentation, the user can see the importance of maintaining hand drawings as an important skill. In the age of CAD, the author has shown that the skill of hand drawing can coexist with the new technology. Divided into three sections, the key areas of emphasis are sketching, design drawing and the drawing process. Each component of the main sections is very well illustrated with line drawings.
**Suggested Use:** Graphic Design
**Other Use:** Design Studies; Drafting and Computer-Aided Design

**Design Modelling: Visualising Ideas in 2D and 3D** (Print-Non-Fiction). Bairstow, John, Barber, Robert and Kenny, Marilyn. Hodder & Stoughton Educational (BHU), 1999. 128 p. ISBN 0-340-66339-1 ($24.95 pbk.).

Elements of design studies, graphic arts and drafting are presented in this one book. Its

focus is to explore the variety of methods used to develop design ideas. From this perspective, information is presented in a very visual manner to show how ideas are generated, developed and presented. The case studies related to these design projects illustrate the importance of the graphic artist. Photographs and drawings are used to highlight each key point being discussed. An index and a glossary are included.
**Suggested Use:** Promotion and Design; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Arts Education: Grades 10 to 12; Design Studies; Drafting and Computer-Aided Design

**Digital Design Series** (Video). Please refer to the titles: *The Conversation of Design, Fonts and Type* and *Successful Communication.*

**Digital Photography!: I Didn't Know You Could Do That... 2nd ed.** (Print-Non-Fiction). Sadun, Erica. Sybex, Inc. (FIR), 2001. 345 p. ISBN 0-7821-2965-X ($39.95 pbk.).

This resource contains over 60 projects to enhance the capability of the digital camera. Each of the projects contains step-by-step instructions and useful how-to information. Some of the topics covered include composing your shot, memory card care, basic photo fixes, repairing red-eye, making "funny money," creating 3-D images and printing. Black-and-white photographs illustrate each of the projects. An index and a glossary are included.

The accompanying CD contains a full version of the image-enhancing program, Adobe PhotoDeluxe 3.1. Also contained on the CD is Adobe ActiveShare, which allows for e-mailing of photos and several other software programs.
**Suggested Use:** Computer-Aided Graphic Design
**Other Use:** Photographics/Photography

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed, as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing

yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.
Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Entertainment** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. no. V6848. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This video from the *Career Options for Women Series* focuses on the entertainment industry which offers a variety of careers behind the camera as well as in digital post-production and animation. Viewers are given the opportunity to go behind the scenes and explore the entertainment careers of three very creative women–a photojournalist, a film colourist and an animation storyboard artist. The program also assures viewers that Canada's reputation as "Hollywood North" is well deserved. This means that there is a wealth of opportunities right here at home.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Arts Education: Grades 6 to 9; Arts Education: Secondary Level; Communication Production Technology; Photographics/Photography

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Produced by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Fonts and Type** (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634203 ($55.00).

(CAN) This instructional video illustrates how to use fonts and types effectively to enhance designs.
**Suggested Use:** Computer-Aided Graphic Design
**Other Use:** Information Processing

**The GATF Encyclopedia of Graphic Communications** (Print-Non-Fiction). Romano, Richard M. and Romano, Frank J., eds. (Prentice Hall PTR Professional Graphics Series). Graphic Arts Technical Foundation (PRN), 1998. 945 p. ISBN 0-13-096422-0 ($119.96 hdc.).

In one rather large reference book, over 10 000 up-to-date definitions are provided for every area of the graphic arts. Printing, typography, graphic design, colour, paper, ink, binding and imaging are just a few of the key areas that are covered in this A-to-Z encyclopedia. Most of the definitions are very short and concise while major topics such as

digital photography, scanning or screen printing have longer essays providing more background. Black-and-white drawings or photographs accompany many of the definitions. A timeline of communications history is also included. This would be an excellent book to have in the school's resource centre.
**Suggested Use:** General; Teacher Reference

**Global Graphics: Symbols: Designing With Symbols for an International Market** (Print-Non-Fiction). Miller, Anistatia R., Brown, Jared M. and Cullen, Cheryl Dangel. Rockport Pubs. (MHR), 2000. 191 p. ISBN 1-56496-512-0 ($54.36 pbk.).

The use of graphic designs that are culturally sensitive is of crucial importance as the world moves more and more into a global economy. This is a real-world hands-on resource that allows the user to gain an understanding of several cultures around the world and to know which design symbols would be viewed as acceptable. Information is provided on the implications and associations that various traditional and not-so traditional symbols have. In order to allow easy access to the information, the book is organized by continent and then by country. Each page has full-colour illustrations of graphic designs used in ads or brochures along with an analysis. This is an excellent resource to illustrate the various elements associated with graphic arts.
**Suggested Use:** Graphic Design; Promotion and Design

**Graphic Arts Problem Solving** (Print-Non-Fiction). Granger, Frank. West Publishing Co. (NEL), 1994. 281 p. ISBN 0-314-02739-4 ($54.00 pbk.).

The printing process within graphic arts requires an understanding of the equipment and procedures as well as a thorough understanding of basic math. The purpose of this resource is to teach students the math skills required for printing. Using a workbook approach, the author has attempted to make the math useful, interesting and occasionally entertaining. The first section concentrates on the basic math skills of addition, subtraction, multiplication, fractions and division. Each chapter ends with several practical problems related to the world of printing. The second section examines several aspects of graphic printing such as copy preparation, desktop publishing, image assembly and paper use. Each of these chapters contains background information as well as practical math problems related to achieving the greatest efficiency. Photographs, charts and tables are used extensively. An index is included.
**Suggested Use:** Layout; Teacher Reference

**Graphic Communications. 4th ed.** (Print-Non-Fiction). Broekhuizen, Richard J. Glencoe/McGraw-Hill (MHR), 1995. 537 p. ISBN 0-02-676305-2 ($63.45 hdc.).

Although the photographs are somewhat dated, the book does offer a historical overview of the printing industry and processes. Good background information is presented on the principles of design, typography, image generation, desktop publishing, contact printing, screen process printing, process photography and careers. Each chapter is divided into several short modules with objectives, review questions and suggested activities. An index and a glossary are included.
**Suggested Use:** General

**Graphic Communications: The Printed Image** (Print-Non-Fiction). Prust, Z. A. Goodheart-Willcox Publisher (GAG), 1999. 606 p. ISBN 1-56637-464-2 ($82.95 hdc.).

This 28-chapter resource covers virtually all areas of the graphic arts. While the book does not deal with airbrushing, it does provide excellent information on typography, design and layout, colour, digital image capture, line photography, printing and the business of printing. Although it is an American publication, the chapters on safety and careers have some relevance to Saskatchewan schools. Each chapter makes excellent use of colour photographs, drawings and tables to illustrate the key points being

discussed. Learning objectives and review questions are also part of each chapter. An index and a glossary are included.
The instructor's manual provides useful supplementary information including diagrams for creating overheads.
**Suggested Use:** General; Survey Course - Secondary Level

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound.).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Harnessing 3D Studio MAX: Release 3** (Print-Non-Fiction). Bousquet, Michele. Autodesk, Inc. (NEL), 2000. 830 p. ISBN 0-7668-0576-X ($62.50 pbk.).

If students are using 3D Studio Max, this book will help them to master the commands and concepts of this popular animation software. As this program is quite technical, the book will be very useful because it gives examples with quite specific descriptions and instructions. It begins with an overview of 3-D basics and then leads the user through a step-by-step learning process, starting with loading the program. Each lesson builds on the previous ones and there are exercises at the end of each chapter to test progress. Sample drawings throughout the text illustrate the points being discussed. An index is included.

The accompanying CD-ROM contains drawing files and animations that are linked to the tutorials and exercises.
**Suggested Use:** Animation
**Other Use:** Communication Production Technology

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study

**Other Use:** All PAA Curricula

**How to Understand and Use Design and Layout** (Print-Non-Fiction). Swann, Alan. North Light Books (FWPI), 1990. 144 p. ISBN 0-89134-358-X ($37.99 pbk.).

This resource does an excellent job of taking students through the various stages of graphic design. Beginning with the basics, each of the two-page sections deals with a specific topic such as choosing a shape, introducing more lines to the layout, adding colours to the text and bringing type and photographs together. The second unit deals with the practical application of the design elements learned in the first section. In the last unit, the designs are fine-tuned by looking at the complete process and showing the implications of different decisions. Each of the topics discussed in the book includes drawings or colour photographs that illustrate the point being made. An index and a glossary are included.
**Suggested Use:** Graphic Design; Promotion and Design; Survey Course - Secondary Level

**HTML Complete. 2nd ed.** (Print-Non-Fiction). Sybex, Inc. (FIR), 2000. 1010 p. ISBN 0-7821-2801-7 ($29.95 pbk.).

Creating web pages is a skill that can be used in several courses. This book provides an excellent introduction to all the essentials and in addition presents information that will be useful for the intermediate and advanced user. Following an introduction to HTML, there are separate chapters dealing with site design, adding graphics, web typography, using style sheets and how to optimize web pages for Explorer and Netscape. Discussions about advanced features such as Perl, JavaScript and XHTML are also included. Because the material does not cover a specific version it will be of continuous value. A master reference to HTML tags is included, as is an index.
**Suggested Use:** Computer-Aided Graphic Design
**Other Use:** Communication Production Technology; Computer Science 20, 30

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw-Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($60.26 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($11.09 pbk.).

This resource is suited ideally to Middle Level practical and applied arts courses as it introduces the fundamentals of several subject areas within the same book. In the first section, the concept of technology is discussed with an emphasis on its origins, careers, safety, computers and energy. In the following sections, overall technologies such as communication, production and transportation are examined. Each of these in turn looks at particular subject fields such as construction or photography. The resource is very student friendly as it uses many photographs, drawings, graphs, activities, questions and summaries. Overall, this is an excellent resource to use, provided that the information is supplemented with more detailed information from each of the disciplines. An index and a glossary are included.
**Suggested Use:** Survey Course - Middle Level
**Other Use:** Construction and Carpentry; Design Studies; Drafting and Computer-Aided Design; Electrical and Electronics; Photographics/Photography

**Microsoft Picture It!: Publishing Platinum** (CD-ROM). Microsoft Corporation (PLM), 2002. No order number is required. ($41.00).

This is a very powerful program that allows a user to fix problem photographs digitally and produce professional looking layouts. Brightness, sharpness, "red eye," removing scratches in old photos and changing the colour of objects are just some of the areas that can be fixed. There are over 15 000 project templates to create calendars, flyers, custom photo cards and T-shirts. It is also possible to add photographs to web pages and e-mail. It is advisable for users to check the system requirements carefully to ensure compatibility with their systems.
**Suggested Use:** Computer-Aided Graphic Design

**Other Use:** Photographics/Photography

**The Missing Link: The Software Career Mystery Kit** (CD-ROM). Software Human Resources Council (Canada) Inc., (SFW), n.d. No order number is required. ($FREE).

(CAN) *The Missing Link* is a game that will give students some insight into career opportunities that exist in the software industry. While playing the game, students will also learn about the skills that are needed and the software applications that lead to careers.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Communication Production Technology; Computer Science; Information Processing

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Multimedia** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min. Dup. order no. V1011.

In this program viewers explore cool jobs available in web design, nonlinear editing, graphic design, and special digital effects. The cool job hosts learn about the education and training needed to work with Frantic Films, digital special effects gurus responsible for scenes in *Swordfish* and *Storm of the Century*.
**Suggested Use:** Career Development
**Other Use:** Communication Production Technology

**The Non-Designer's Design Book: Design and Typographic Principles for the Visual Novice** (Print-Non-Fiction). Williams, Robin. Addison-Wesley Longman, Inc. (PRN), 1994. 144 p. ISBN 1-56609-159-4 ($14.05 pbk.).

This is an easily understood introduction to typography and page design. Using examples of page layouts, the book provides an overview of the four design principles contrast, repetition, alignment and proximity. The manual illustrates several styles of type as well as concordant, conflicting and contrasting relationships when combining fonts. Included are a table of contents, short quizzes and an index.
**Suggested Use:** Layout
**Other Use:** English Language Arts 20

**Photography, Graphic Arts & Desktop Publishing** (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 13 min. Order no. 700305-61 ($109.00).

While scenes from each discipline are shown, a narrator discusses the basic principles behind photography, graphic arts and desktop publishing. Although brief, these five-minute overviews do capture the interconnections of each area. "How-to" information and profiles of professionals in each of these areas are also included. The necessary equipment is outlined and demonstrated in real-life applications.
**Suggested Use:** General
**Other Use:** Information Processing; Photographics/Photography

**Photoshop 5 Bible. Gold ed.** (Print-Non-Fiction). McCelland, Deke. IDG Books Worldwide, Inc. (NEL), 1999. 944 p. ISBN 0-7645-3372-X ($89.99 hdc.).

For those who are using Adobe Photoshop 5.0 as a software program, this resource will assist with its effective use. The book provides a guided tour of the many features that exist within the Adobe program. The author shows how to use the book to go beyond the features to solve issues that arise in the real world. Some of the topics covered include basic colour management, the commercial art process, fine art printing, retouching with the history brush, a web graphics primer, enhancing vector art work and colour mapping. Drawings and photographs are used throughout the resource to illustrate the key points being made. An index and an expanded table of contents assist with accessing the information within this very complete resource.

The two CD-ROMS that accompany the book contain many useful images, utilities, tips and plug-ins.
**Suggested Use:** Computer-Aided Graphic Design; Teacher Reference
**Other Use:** Photographics/Photography

**Photoshop Retouching Handbook** (Print-Non-Fiction). Braverman, Carol. IDG Books Worldwide, Inc. (NEL), 1998. 228 p. ISBN 1-55828-599-7 ($69.99 hdc.).

While Photoshop has an amazing number of tools, this resource concentrates on the key elements that will help students to develop an aesthetic sensibility about retouching. In addition, the lessons which correlate to the photographs in the CD, will encourage students to become more proficient in the technical aspects of the craft. The book uses a very pragmatic approach as it starts off with the importance of learning how to assess the elements of a photograph, discusses the process of retouching and then finishes with a section on image manipulation. The resource is well illustrated with colour photographs to portray each step of the process being discussed. An index is included.

The accompanying CD includes a copy of Adobe Photoshop 5.0 Tryout Version. This program, combined with the photographs on the CD, allows the student to progress through the lessons using a practical approach to learn the skills of retouching photographs.
**Suggested Use:** Computer-Aided Graphic Design; Promotion and Design; Teacher Reference
**Other Use:** Photographics/Photography

**Prentice Hall PTR Professional Graphics Series** (Print-Non-Fiction). Please refer to the title: *The GATF Encyclopedia of Graphic Communications.*

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers:*

*Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Screen Printing: A Contemporary Approach** (Print-Non-Fiction). Hoff, Samuel B. Delmar Publications (NEL), 1997. 277 p. ISBN 0-8273-7128-4 ($56.50 hdc.).

While this short book may appear to be an introduction to the topic, it actually contains very detailed information about the screen printing process. Following an introductory chapter, the subsequent chapters deal with topics such as substrates, producing films, screen fabric, fabric tension, squeegees, printing inks and presses. The expanded table of contents allows easy access to the short one- or two-page sections in each chapter. Black-and-white photographs and drawings are used to illustrate the text. This is an excellent resource to use when specific and detailed information is needed about virtually all aspects of screen printing. An index and a glossary are included.
**Suggested Use:** Screen Process Printing; Teacher Reference

**Start With a Digital Camera: A Guide to Using Digital Photography to Create High-Quality Graphics** (Print-Non-Fiction). Odam, John. Peachpit Press (PRN), 1999. 146 p. ISBN 0-201-35424-1 ($35.18 pbk.).

The key word in this title is "start." Published in 1999, this resource does a good job of introducing students to the basics of the rapidly changing field of digital photography. Background information on digital cameras and film is given. The majority of the book deals with specific topics such as editing and manipulating digital images, creating textures and backgrounds and using digital photos in graphic arts. Each of the areas dealt with has concise and well-illustrated step-by-step examples that students can duplicate. An index is included.
**Suggested Use:** Computer-Aided Graphic Design; Graphic Design
**Other Use:** Photographics/Photography

**Start With a Scan: A Guide to Transforming Scanned Photos and Objects Into High Quality Art** (Print-Non-Fiction). Ashford, Janet and Odam, John. Peachpit Press (PRN), 2000. 138 p. ISBN 0-201-71097-8 ($35.18 pbk.).

While this book is an excellent "how-to" resource on scanning, it is also about creativity. The images used to illustrate the various steps of scanning and the projects included will expand the horizons of graphic design. The book is intended to be a step-by-step guide to show graphic artists how to transform scanned images into finished products that are incorporated into various designs. While information is provided about the technical aspects of scanning, the majority of the book deals with the use of software products to turn any scan into a high-quality piece of graphic art. The colour photographs and drawings combined with the excellent layout make the book very user friendly. An index is included.
**Suggested Use:** Computer-Aided Graphic Design; Graphic Design; Promotion and Design

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc- drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Successful Communication** (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634201 ($55.00).

(CAN) This video provides a brief overview of desktop publishing. It describes basic terms and ideas that will assist users in creating visually appealing documents.
**Suggested Use:** Promotion and Design
**Other Use:** Information Processing

**Ultimate T-Shirt Book: Creating Your Own Unique Designs** (Print-Non-Fiction). Morgenthal, Deborah. Lark Books (CMG), 1998. 112 p. ISBN 1-57990-017-8 ($22.95 pbk.).

Using bright and colourful photographs, the authors have produced a book that will appeal to the student's creative side. There are 80 different designs for T-shirts that students can create using various methods such as painting, printing, tie-dye, batik, marbling and screen-printing. Basic introductory information is given about selecting a T-shirt, tools and procedures. An index is included.
**Suggested Use:** Airbrushing; Screen Process Printing
**Other Use:** Clothing, Textiles, and Fashion

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Using Adobe Illustrator 9. Special ed.** (Print-Non-Fiction). Bauer, Peter. Que Corp. (PRN), 2001. 859 p. ISBN 0-7897-2427-8 ($40.17 pbk.).

While Adobe Illustrator 8.0 (reviewed earlier in this bibliography) was written by the Adobe company, this resource has been developed by an outside company that produces user manuals for popular software programs. For users of Illustrator 9, this "how-to" manual provides excellent information for using the software in a graphic arts class. Detailed information is provided on how to create shapes, utilize the four types of brushes, work with blends, apply colour, design websites and prepare art work for print. Several appendices provide details on how to use virtually every function of Illustrator 9. Drawings of screen images are used to illustrate each step of the instructions. An index is included.
**Suggested Use:** Computer-Aided Graphic Design; Promotion and Design
**Other Use:** Information Processing

**Video Games** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V723. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

The rapidly evolving video game industry supports many jobs. This program from the *Career Options for Women II Series* features women who work in careers such as background modeler, 2D animator and a 3D animator. Other types of work in this industry include 3D engineers and 3D production artists, programmers, audio engineers and game designers.

Supporting print is available from Media Group.
**Suggested Use:** Career Development

**The Way We Communicate Series** (Video). Please refer to the title: *Photography, Graphic Arts & Desktop Publishing.*

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**The What Not to Do Airbrush Book** (Print-Non-Fiction). Schulthies, Gordon. Valley Publishing (VALL), 2001. 91 p. ISBN 1-896967-80-9 ($18.95 pbk.).

(CAN) With tongue in cheek, the author has written a very entertaining guide to the technique of airbrushing. Rather than the usual highly illustrated, step-by-step approach, he has written about the basic equipment needed and the techniques used to create airbrush art on chrome, T-shirts, denim, leather and the walls of buildings. In addition to the background information related to each technique, every short section also discusses the mistakes the author has made and how he learned from them. This resource combines good writing and knowledge into an informative and entertaining package.
**Suggested Use:** Airbrushing

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**The Best of Brochure Design 4** (Print-Non-Fiction). Rockport Pub., 1998. 192 p. ISBN 1-56496-406-X.

The best way to describe this excellent resource is to call it an idea generator. Contained in the many examples are creative brochures that push the limit beyond the traditional rectangular pamphlets. While there are no instructions on how to create the examples given, students will be able to learn how to go outside the box in their thinking about brochure design. Colour photographs are used to illustrate the sample brochures from product, service, promotional and self-promotional advertising.
**Suggested Use:** Graphic Design; Layout

**Graphics** (Print-Non-Fiction). (Nuffield Design & Technology Series). Longman Publishing Group, 1996. 220 p. ISBN 0-582-23468-9.

Created for use in the British school system, this resource provides an excellent overview to the graphic arts and how it is connected to the entire design process. The goal of this book is to encourage students to use graphic design and media to create a product that is ready for the "shops." Through the use of practical activities and case studies, students will be able to apply their knowledge of graphic arts to design and make a product that sells. Colour photographs and drawings are used throughout the text to illustrate the key points being discussed. An index and a glossary are included.

The teacher's guide provides excellent background information to assist with the projects that students may attempt.
**Suggested Use:** General

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Letterhead + Logo Design 5** (Print-Non-Fiction). Rockport Pubs., 1998. 192 p. ISBN 1-56496-405-1.

Similar to *Global Graphics: Symbols: Designing With Symbols for an International Market,* this resource is an excellent idea generator. By examining the many examples included in this book, students will be better equipped to create letterhead and logo systems that balance the personality of the business with clarity and recognition. The 300 pieces that are shown in the book represent the top designers in the field. The book is organized in sections according to the type of business (e.g., professional, creative, hospitality, manufacturing). Full-colour drawings and photographs are used throughout this resource.
**Suggested Use:** Graphic Design; Promotion and Design

**Multimedia Literacy. 2nd ed.** (Print-Non-Fiction). Hofstetter, Fred T. and Fox, Patricia. McGraw-Hill Ryerson Limited, 1997. 522 p. ISBN 0-07-913107-7.

This hands-on manual will assist the novice in learning the skills of creating presentations and websites. It also examines the changes that multimedia is bringing to the world. The expanded table of contents gives very easy access to many areas of interest, whether it is creating public service kiosks, a buyer's checklist, screen design principles, digital video, MIDI sequencing or creating multimedia CDs. Colour photographs and drawings enhance this comprehensive examination of the world of multimedia. Each chapter offers objectives and review exercises. An index and a glossary are included.

The accompanying CD contains tutorials and demonstration versions of the most successful commercial products.
**Suggested Use:** Computer-Aided Graphic Design
**Other Use:** Communication Production Technology; Information Processing

**T-Shirt Airbrushing** (Print-Non-Fiction). Stieglitz, Cliff. Rockport Pubs., 1995. 144 p. ISBN 1-56496-447-7.

Illustrated by artists from the magazine *Airbrush Action,* this is an excellent resource to use as a guide for inspiration or learning techniques. Step-by-step instructions are given for several of the examples that are presented in full colour. Each of the featured artist's work is used to discuss a particular technique such as dynamic lettering, cartooning, painting with a projector or portrait photorealism.
**Suggested Use:** Airbrushing

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Photographics 10, Graphic Arts 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paa bibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other photographics and graphic arts resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**The Communicator's Handbook: Tools, Techniques and Technology. 4th ed.** (Print-Non-Fiction). Calvert, Patricia, ed. Maupin House Publishing (ARL), 2000. 232 p. ISBN 0-929895-32-0 ($37.95 U.S. pbk.).

**Design Graphics: Drawing Techniques for Design Professionals** (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 ($39.60 pbk.).

**Digital Photography!: I Didn't Know You Could Do That... 2nd ed.** (Print-Non-Fiction). Sadun, Erica. Sybex, Inc. (FIR), 2001. 345 p. ISBN 0-7821-2965-X ($39.95 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Global Graphics: Symbols: Designing With Symbols for an International Market** (Print-Non-Fiction). Miller, Anistatia R., Brown, Jared M. and Cullen, Cheryl Dangel. Rockport Pubs. (MHR), 2000. 191 p. ISBN 1-56496-512-0 ($54.36 pbk.).

**Graphic Communications: The Printed Image** (Print-Non-Fiction). Prust, Z. A. Goodheart-Willcox Publisher (NEL), 1999. 606 p. ISBN 1-56637-464-2 ($82.95 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw-Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($60.26 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($11.09 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Start With a Scan: A Guide to Transforming Scanned Photos and Objects Into High Quality Art** (Print-Non-Fiction). Ashford, Janet and Odam, John. Peachpit Press (PRN), 2000. 138 p. ISBN 0-201-71097-8 ($35.18 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR),** 2000. 19 min. Dup. order no. V638.

**Entertainment** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6848. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Multimedia** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min. Dup. order no. V1011.

**Video Games** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V723. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Clip Art Connection*
http://www.clipartconnection.com/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Graphic Arts Workshop*
http://gaw.zpub.com/index.php

*Graphics Den Online Course*
http://www.actden.com/grap_den/index.htm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*National Theatre School of Canada*
http://www.ent-nts.qc.ca/

*Paint Shop Pro Tips and Tutorials*
http://www.jasc.com/tutorials.asp

*Photo Shop Tutorials*
http://www.adobe.com/products/tips/photoshop.html

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Web Page Design for Designers*
http://www.wpdfd.com/index.htm

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Airbrushing**

T-Shirt Airbrushing **(Out of Print Section)**
Ultimate T-Shirt Book: Creating Your
The What Not to Do Airbrush Book

**Animation**

Animation: Basic Camera Techniques
Cel Mates
Computer Careers for Artists
Harnessing 3D Studio MAX: Release 3

**Career Development**

Animation: Basic Camera Techniques
Blueprint for Life/Work Designs
Career Opportunities in Television, Cable
Cel Mates
Computer Careers for Artists
Employability Skills Toolkit for the Self
Entertainment
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
The Missing Link: The Software Career
Multimedia
Step Into the World of Workplace Learning
Video Games

**Computer-Aided Graphic Design**

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
AutoCAD 2000: Visual JumpStart
Computer Careers for Artists
Dave's Quick 'n' Easy Web Pages: An
Digital Photography!: I Didn't Know You
Fonts and Type
HTML Complete
Microsoft Picture It!: Publishing Platinum
Multimedia Literacy **(Out of Print Section)**
Photoshop 5 Bible
Photoshop Retouching Handbook
Start With a Digital Camera: A Guide to
Start With a Scan: A Guide to Transforming
Using Adobe Illustrator 9

**General**

Communication Technology: Today and
The Communicator's Handbook: Tools
Comprehensive Graphic Arts
The GATF Encyclopedia of Graphic
Graphic Communications
Graphic Communications: The Printed
Graphics **(Out of Print Section)**
Photography, Graphic Arts & Desktop

**Graphic Design**

Basic Visual Concepts and Principles for
The Best of Brochure **(Out of Print Section)**
Design Graphics: Drawing Techniques for
Global Graphics: Symbols: Designing With
How to Understand and Use Design and
Letterhead + Logo **(Out of Print Section)**
Start With a Digital Camera: A Guide to
Start With a Scan: A Guide to Transforming

**Layout**

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
The Best of Brochure **(Out of Print Section)**
Comprehensive Graphic Arts
Graphic Arts Problem Solving
The Non-Designer's Design Book: Design

**Promotion and Design**

Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
The Conversation of Design
Design Modelling: Visualising Ideas in 2D
Global Graphics: Symbols: Designing With
How to Understand and Use Design
Letterhead + Logo **(Out of Print Section)**
Photoshop Retouching Handbook

Start With a Scan: A Guide to Transforming
Successful Communication
Using Adobe Illustrator 9

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

### Screen Process Printing

Screen Printing: A Contemporary Approach
Ultimate T-Shirt Book: Creating Your Own

### Survey Course - Middle Level

Communication Technology: Today and
The Communicator's Handbook: Tools
Design Modelling: Visualising Ideas in 2D
Helping Solve the **(Out of Print Section)**
Introduction to Technology

### Survey Course - Secondary Level

The Communicator's Handbook: Tools
Design Modelling: Visualising Ideas in 2D
Graphic Communications: The Printed
Helping Solve the **(Out of Print Section)**
How to Understand and Use Design

### Teacher Reference

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
The GATF Encyclopedia of Graphic
Graphic Arts Problem Solving
Guide for New Workers: Counsellor
Photoshop 5 Bible
Photoshop Retouching Handbook
Screen Printing: A Contemporary Approach
Step Into the World of Workplace Learning

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Microsoft Picture It!: Publishing Platinum
The Missing Link: The Software Career
Moving Online…More *Ready for Work*

### Kit

Ready for Work

### Print-Non-Fiction

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
AutoCAD 2000: Visual JumpStart
Basic Visual Concepts and Principles for
The Best of Brochure **(Out of Print Section)**
Blueprint for Life/Work Designs
Career Opportunities in Television, Cable
Communication Technology: Today and
The Communicator's Handbook: Tools
Comprehensive Graphic Arts
Dave's Quick 'n' Easy Web Pages
Design Graphics: Drawing Techniques for
Design Modelling: Visualising Ideas in
Digital Photography!: I Didn't Know You
Employability Skills Toolkit for the Self
The GATF Encyclopedia of Graphic
Global Graphics: Symbols: Designing With
Graphic Arts Problem Solving
Graphic Communications
Graphic Communications: The Printed
Graphics **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
Harnessing 3D Studio MAX: Release 3
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
How to Understand and Use Design
HTML Complete
Introduction to Technology
Letterhead + Logo **(Out of Print Section)**
Multimedia Literacy **(Out of Print Section)**
The Non-Designer's Design Book: Design
Photoshop 5 Bible
Photoshop Retouching Handbook
Screen Printing: A Contemporary Approach
Start With a Digital Camera: A Guide to
Start With a Scan: A Guide to Transforming
Step Into the World of Workplace Learning
T-Shirt Airbrushing **(Out of Print Section)**
Ultimate T-Shirt Book: Creating Your Own
Using Adobe Illustrator 9
The What Not to Do Airbrush Book

### Video

Animation: Basic Camera Techniques
Cel Mates
Computer Careers for Artists
The Conversation of Design
Don't Risk Your Life
Dying to Work
Entertainment
Fonts and Type
Multimedia
Photography, Graphic Arts & Desktop
Successful Communication
Understanding Hazards and Risks
Video Games
WHMIS

# Theatre Arts 20, 30

## Titles and Descriptions

**The Back Stage Guide to Stage Management. 2nd ed.** (Print-Non-Fiction). Kelly, Thomas A. Watson-Guptill Pubns., Inc. (GBW), 1999. 304 p. ISBN 0-8230-8810-3 ($29.95 pbk.).

Written in a clear, practical style, this resource details the many responsibilities of a stage manager from preproduction to closing night and touring. Although many of the examples in the appendixes go beyond the needs at the high school level, the cue sheets, charts, records and prompt scripts will prove useful to teachers. Several charts and diagrams are included. This resource contains a table of contents, a glossary and an index.
**Suggested Use:** Stage Management; Teacher Reference

**Basic Drama Projects. 7th ed.** (Print-Non-Fiction). Tanner, Fran Averett. Clark Publishing (CKP), 1999. 518 p. ISBN 0-931054-52-4 ($37.50 U.S. hdc.). ISBN 0-931054-56-7 ($27.95 U.S. pbk.). Teacher's Manual - ISBN 0-931054-57-5 ($17.50 U.S. pbk.).

This resource provides drama projects that move from the familiar to the unfamiliar. Unit I focuses on strengthening inner resources such as observation, concentration and imagination. Units II, III, IV and V discuss movement, voice, characterization and production. In Unit VI, the author describes theatre etiquette, criteria for evaluating a play, and theatre history. Sample monologues and scenes are presented in Unit VII. Each chapter includes stated goals, vocabulary, background notes and an assignment. Line drawings and black-and-white photographs are interspersed throughout the text.

The teacher's manual includes chapter-by-chapter activity sheets. The text contains a table of contents, a glossary and an index.
**Suggested Use:** General

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Costume** (Print-Non-Fiction). Rowland-Warne, L. (Eyewitness Books Series). Dorling Kindersley Inc. (CDS), 2000. 63 p. ISBN 0-7894-5586-2 ($19.95 hdc.).

Each double page in this book features multiple colour illustrations with explanatory captions to describe historical, cultural and technical aspects of costumes/clothing. This resource includes a table of contents and an index.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Wardrobe
**Other Use:** Clothing, Textiles & Fashion

**Designing and Drawing for the Theatre** (Print-Non-Fiction). Pecktal, Lynn. McGraw-Hill Ryerson Limited (MHR), 1995. 601 p.

ISBN 0-07-557232-X ($140.95 hdc.).

This comprehensive resource presents works and approaches of contemporary stage designers. Detailed information is included on theatrical drawing, sketching and designing models, interior and exterior scenery, properties and furniture. More than 4600 excellent drawings detail various types of scenery, dressing, props and furniture. The black-and-white and coloured photographs reveal models, scenic designs, costume sketches, scenery and props. This resource includes a table of contents and an index.
**Suggested Use:** Set and Stage Design; Stage Properties; Teacher Reference

**Designing With Light: An Introduction to Stage Lighting. 3rd ed.** (Print-Non-Fiction). Gillette, J. Michael. Mayfield Publishing (MHR), 1998. 262 p. ISBN 1-55934-527-6 ($73.95 pbk.).

The purpose of this comprehensive book is to introduce students to stage lighting design. This resource is divided into two main themes: technology, and the practical and aesthetic aspects of basic lighting design. The numerous black-and-white drawings, photographs, a colour insert, diagrams, running glossary and safety tips make this an invaluable resource. Teachers with large-scale facilities mounting large-scale productions will find this to be a useful book. This resource contains a table of contents, a glossary and an index.
**Suggested Use:** Stage Lighting

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed, as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Guide to Stage Management, Lighting and Sound** (Print-Non-Fiction). Palmer, Scott. Hodder & Stoughton Educational (BHU), 2000. 218 p. ISBN 0-340-72113-8 ($34.95 pbk.).

This resource provides a very practical approach to staging dramatic productions. Short and concise subsections cover the components of stage management, lighting and sound. Several charts, checklists, flowcharts, drawings and photographs are used to illustrate the main concepts and provide examples for better organization. Each chapter also contains several tasks that students can use for practice to see if they have learned the necessary skills. This is an excellent resource that teachers and students will find useful.
**Suggested Use:** Stage Lighting; Stage Management; Stage Sound; Survey Course - Secondary Level

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided. Accessing the website at http://www15.hrdc-drhc.gc.ca/english/es.asp will help users to locate further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers*.

**Eyewitness Books Series** (Print-Non-Fiction). Please refer to the title: *Costume*.

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use**: All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.

**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use**: All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Maskmaking** (Print-Non-Fiction). Sivin, Carole. Davis Publications, Inc. (FHW), 1986. 138 p. ISBN 0-87192-178-2 ($44.95 hdc.).

This is a thorough study of the history and variety of masks giving detailed instructions for constructing masks using various decorating techniques and materials such as plaster, clay, papier mâché, buckram, wire and elastic fabric. Both simple and complex projects are described. Included in this resource are black-and-white photographs with a colour insert, a table of contents, a bibliography and an index.
**Suggested Use:** Makeup; Wardrobe
**Other Use:** Arts Education: Grade 9; Arts Education: Secondary Level

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Phaidon Theatre Manual Series** (Print-Non-Fiction). Please refer to the title: *Stage Design and Properties.*

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Upholstery; Welding

**The Prop Builder's Mask-Making Handbook** (Print-Non-Fiction). James, Thurston. Betterway Bks. (FWPI), 1990. 203 p. ISBN 1-55870-166-4 ($19.99 pbk.).

Although this resource may be more applicable to the professional stage, high school teachers will find it useful as a reference for information on all the significant mask-making techniques. The many black-and-white drawings and photographs provide students with an overview for constructing a variety of masks using a number of different mediums. An index and a glossary are provided.
**Suggested Use:** Makeup; Wardrobe; Teacher Reference

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Scene Design and Stage Lighting. 8th ed.** (Print-Non-Fiction). Parker, W. Oren, Wolf, R. Craig and Block, Dick. Wadsworth Publishers of Canada Ltd. (NEL), 2003. 652 p. ISBN 0-15-506114-3 ($92.20 hdc.).

A comprehensive resource text for the experienced teacher choosing to work with more elaborate and complex scene and lighting designs, this book would also support research by senior students pursuing a study of technical theatre. Numerous illustrations, photographs and lighting plots add interest and clarity to discussions about topics such as scene design as a visual art, colour in the theatre, and lenses, reflectors and lighting instruments. Included are a table of contents, an extensive glossary, an index and an annotated bibliography of related reading.
**Suggested Use:** Set and Stage Design; Stage Lighting; Teacher Reference

**The Stage and the School. 8th ed.** (Print-Non-Fiction). Schanker, Harry H. and Ommanney, Katharine Anne. Glencoe/McGraw Hill (MHR), 1999. 630 p. ISBN 0-02-817234-5 ($87.70 pbk.).

(CAN) This updated edition is a basic resource for teachers new to the field and for drama students. The book is organized into four parts: interpreting the drama, a treasury of scenes and monologues, appreciating the drama and producing the drama. Each section includes several chapters providing clear, focused information and a review suggesting topics and questions for discussion and research. The text provides several monologues and dialogues and information about improvisation, mime, costuming and makeup, the musical play, and the structure, varieties, and history of drama. It offers black-and-white photographs and diagrams. Included are a table of contents, an extensive glossary and an index.

**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Arts Education: Secondary Level

**Stage Costume Step-by-Step** (Print-Non-Fiction). Kidd, Mary T. Betterway Bks. (FWPI), 1996. 144 p. ISBN 1-55870-608-9 ($19.99 pbk.).

Designed for beginner and experienced costumers alike, this resource includes illustrated, comprehensive instructions for theatrical costumes for every major period and genre. By using five basic shapes: rectangle, semi-circle, T shape, bodice and panel, all the elements of a costume can be created. The coloured photographs and clear sewing instructions make this a valuable resource for teachers. This book includes a table of contents and an index.
**Suggested Use:** Survey Course - Secondary Level; Wardrobe

**Stage Design and Properties. Rev. ed.** (Print-Non-Fiction). Holt, Michael. (Phaidon Theatre Manual Series). Phaidon Press (PHA), 1993. 128 p. ISBN 0-7148-2515-8 ($14.95 U.S. pbk.).

Written for people working in the non-professional theatre, this practical, concise manual includes information on set design with emphasis on model making, scene painting, stage properties and workshop techniques. The format is easy to follow with excellent diagrams. This resource includes a table of contents, a glossary and an index.
**Suggested Use:** Set and Stage Design; Stage Properties; Survey Course - Secondary Level

**Stage Lighting for Theatre Designers** (Print-Non-Fiction). Morgan, Nigel H. Heinemann Educational Bks (NEL), 1995. 128 p. ISBN 0-435-08685-5 ($31.60 pbk.).

This resource provides a clear exploration of the key concepts of light design and equipment. It would serve as a useful reference for teachers and for students who choose to work on lighting projects in Theatre Arts 30. The text is interspersed with black-and-white photographs, technical diagrams, and charts. Included in this resource are a table of contents and an index.
**Suggested Use:** Stage Lighting

**Stage Makeup. 9th ed.** (Print-Non-Fiction) Corson, Richard and Glavan, James. Allyn & Bacon Canada (PRN), 2001. 428 p. ISBN 0-13-606153-2 ($138.95 hdc.).

An in-depth description of the tools and techniques required for stage makeup, this manual provides detailed instructions regarding the basic principles of makeup application. Black-and-white photographs appear throughout the book, along with a 24-page insert of makeup and colour charts. Appendices offer a glossary of makeup materials, basic makeup requirements, chronological descriptions of fashions in makeup and hair, and makeup colour tables. Included are a table of contents and an index.
**Suggested Use:** Makeup
**Other Use:** Cosmetology

**Stage Makeup Step-by-Step** (Print-Non-Fiction). Swinfield, Rosemarie. Betterway Bks. (FWPI), 1994. 128 p. ISBN 1-55870-390-X ($37.99 hdc.).

Designed for the enthusiastic amateur, this book presents the basic facts about the use of different kinds of makeup and then focuses on two main sectors: makeup for theatre and makeup and for film and television. Full-colour, step-by-step, sequenced illustrations make this a valuable resource. Examples include makeup for women, men and children from a range of ages and ethnic groups. This resource includes a table of contents and an index.
**Suggested Use:** Makeup; Survey Course - Secondary Level

**Stage Makeup: The Actor's Complete Step-by-Step Guide to Today's Techniques and Materials** (Print-Non-Fiction). Thudium, Laura. Back Stage Books (GBW), 1999. 159 p. ISBN 0-8230-8839-1 ($57.00 pbk.).

Using excellent colour photographs, this resource will take students through the makeup process step by step. It covers all areas, from the materials needed and how to use them, to creating age makeup and historic styles. An index is included.
**Suggested Use:** Makeup; Survey Course - Secondary Level

**Stagecraft. 3rd ed.** (Print-Non-Fiction). Beck, Roy A. NTC Publishing Group (MHR), 1990. 93 p. ISBN 0-8442-5134-8 ($24.25 pbk.).

This handbook provides brief, accessible information about the technical aspects of theatre production. Using black-and-white photographs and diagrams, the book offers practical advice about designing and constructing a set, including suggestions for providing suitable lighting and props. Included are a glossary of stage and lighting terminology, a list of project ideas and a bibliography of technical theatre books.
**Suggested Use:** Set and Stage Design; Stage Lighting; Stage Properties; Stage Sound

**Stagecraft Handbook. 1st ed.** (Print-Non-Fiction). Ionazzi, Daniel A. Betterway Bks. (FWPI), 1996. 208 p. ISBN 1-55870-404-3 ($37.99 pbk.).

This clearly written resource is a comprehensive guide to scenery construction. Following the basic factors in building scenery for the stage: cost, time, mobility and illusion, this resource provides straightforward explanations for the designer. The well-labelled drawings and black-and-white photographs make this a valuable resource. Included in this resource are a table of contents and an index.
**Suggested Use:** Set and Stage Design

**Stagecraft 1: A Complete Guide to Backstage Work. 3rd rev. ed.** (Print-Non-Fiction). Lord, William H. Lord, William H., Inc. (LWM), 2000. 162 p. ISBN 0-9606320-7-7 ($19.95 U.S. pbk.). Student Workbook - ISBN 0-9606320-8-5 ($6.95 U.S. pbk.). Teacher's Guide - ISBN 0-9606320-9-3 ($24.95 U.S. loose-leaf).

This practical resource describes all aspects of behind-the-scenes work. The 20 chapters cover information on properties, painting, scenery, lighting, sets and sound. Numerous black-and-white photographs, drawings and charts are interspersed throughout the text. The text includes a table of contents and an index.

The student workbook provides chapter-by-chapter activities.

The teacher's guide includes assessment tools and a CD-ROM of the student manual.
**Suggested Use:** Set and Stage Design; Stage Lighting; Stage Properties; Stage Sound; Survey Course - Secondary Level

**Stages in Design: Assignments for the Performing Arts** (Print-Non-Fiction). Kimber, Kenneth and Wood, David. Hodder & Stoughton Educational (BHU), 1994. 122 p. ISBN 0-340-55852-0 ($79.99 coil-bound).

Through the use of reproducible assignments, this resource is designed to assist student growth in the performing arts. Some of the assignments cover areas such as designing sets, lighting, sound, props, costumes and makeup. Each of the projects is practical, challenging and fun for the students. There are teacher notes to accompany each assignment. The concept being developed in each project has an illustration or a drawing to help clarify the point being made.
**Suggested Use:** General; Teacher Reference

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Technical Theater for Nontechnical People** (Print-Non-Fiction). Campbell, Drew. Allworth Press (GBW), 1999. 241 p. ISBN 1-58115-020-2 ($29.95 pbk.).

Written with wit and accuracy, this is an excellent resource to provide the necessary background for technical theatre. Readers are walked through all aspects of the backstage environment from scenery and lighting to sound, properties and stage management. Line drawings are used to illustrate key points. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**The Theater Experience. 8th ed.** (Print-Non-Fiction). Wilson, Edwin. McGraw-Hill Ryerson Limited (MHR), 2001. 408 p. ISBN 0-07-239996-1 ($96.95 pbk.).

This exceptional reference provides valuable in-depth information and surveys all elements comprising the theatre experience. It analyzes and explains what theatre is about, what goes on in theatre and what it means to be a viewer. Part Five, devoted to the designers, supports the Theatre Arts Curriculum and covers information on scenery, costumes, lighting and sound. Detailed appendices to the book deal with technical terms, major theatrical forms and movements, and the historic parallels between theatre and society, politics and culture. Numerous colour and black-and-white photographs are included. Plot summaries for 12 plays are included.

This resource contains a table of contents, a bibliography and a detailed index.

A *Theatergoer's Guide* is also included. Within this guide is a section related to doing theatre research on the web.
**Suggested Use:** General; Teacher Reference

**Theatre: An Introduction** (Print-Non-Fiction). Cassady, Marsh. NTC Publishing Group (MHR), 1997. 416 p. ISBN 0-8442-5868-7 ($61.15 pbk.). Instructor's Edition - ISBN 0-8442-5869-5 ($53.55 pbk.).

Designed for use at the post-secondary level, this resource provides a comprehensive introduction to theatre and drama. Five chapters focus on the history of theatre from ancient times to the present. Chapter 15 examines the technical aspects of theatre production such as lighting, set designing, makeup, costuming, and sound. Included are numerous black-and-white photographs and a 16-page colour insert of stage productions. This resource contains a table of contents, a glossary, a bibliography and an index.

The instructor's edition includes chapter-by-chapter lecture notes, discussion topics, activities and quizzes.
**Suggested Use:** General; Teacher Reference

**Theatrical Design and Production: An Introduction to Scene Design and Construction, Lighting, Sound, Costume, and Makeup. 4th ed.** (Print-Non-Fiction). Gillette, J. Michael. Mayfield Publishing (MHR), 2000. 587 p. ISBN 0-7674-1191-9 ($96.95 hdc.).

This excellent reference provides information on all aspects of theatre design and

production. The book focuses on topics such as the design process, the stage, scenic design, lighting design, costume design, construction, sound, and drafting and drawing. Included throughout the text are black-and-white photographs; detailed, well-labelled drawings; safety tips and a running glossary. The use of computers is integrated throughout each chapter. This practical, informative resource includes an appendix with a list of Internet sites for theatre production. The resource also contains an index and a glossary.
**Suggested Use:** General; Survey Course - Secondary Level

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to WHMIS (Workplace Hazardous Materials Information System). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Stage Management. 6th ed.** (Print-Non-Fiction). Stern, Lawrence. Allyn & Bacon Canada, 1998. 362 p. ISBN 0-205-27303-3.

This definitive, in-depth resource presents invaluable information on stage management. A recognized authority on stage management Lawrence Stern, discusses the roles and responsibilities, the "tricks of the trade" and what works and what does not. Many useful charts and sample forms are included. This resource includes a table of contents, a glossary and an index.
**Suggested Use:** Set and Stage Design; Stage Lighting; Stage Management; Stage Sound

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Theatre Arts 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that educators also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://www.sasked. gov .sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other theatre arts resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Scene Design and Stage Lighting. 8th ed.** (Print-Non-Fiction). Parker, W. Oren, Wolf, R. Craig and Block, Dick. Wadsworth Publishers of Canada Ltd. (NEL), 2003. 652 p. ISBN 0-15-506114-3 ($92.20 hdc.).

**The Stage and the School. 8th ed.** (Print-Non-Fiction). Schanker, Harry H. and Ommanney, Katharine Anne. Glencoe/McGraw Hill (MHR), 1999. 630 p. ISBN 0-02-817234-5 ($87.70 pbk.).

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**The Theater Experience. 8th ed.** (Print-Non-Fiction). Wilson, Edwin. McGraw-Hill Ryerson Limited (MHR), 2001. 408 p. ISBN 0-07-239996-1 ($96.95 pbk.).

**Theatrical Design and Production: An Introduction to Scene Design and Construction, Lighting, Sound, Costume, and Makeup. 4th ed.** (Print-Non-Fiction). Gillette, J. Michael. Mayfield Publishing

(MHR), 2000. 587 p. ISBN 0-7674-1191-9 ($96.95 hdc.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

## Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful previewing of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Career Awareness*
http://www.hrdc.gc.ca/career

*The Elizabethan Costuming Page*
http://www.dnaco.net/~aleed/corsets/general.html

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Glossary of Technical Theatre Terms*
http://www.ex.ac.uk/drama/tech/glossary.html

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Mr. Samuel French: He Deals in Plays*
http://www.samuelfrench.com/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*National Theatre School of Canada*
http://www.ent-nts.qc.ca/

*Playwrights Guild of Canada*
http://www.playwrightsguild.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*The Stage Technician's Page*
http://www.geocities.com/Broadway/3738/

*Playbill -Theatre Central*
http://www.playbill.com/index.php

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Development

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning: A

### General

Basic Drama Projects
The Stage and the School
Stages in Design: Assignments for the
Technical Theater for Nontechnical People
The Theater Experience
Theatre: An Introduction
Theatrical Design and Production: An

### Makeup

Maskmaking
The Prop Builder's Mask-Making Handbook
Stage Makeup
Stage Makeup Step-by-Step
Stage Makeup: The Actor's Complete

### Safety

Don't Risk Your Life
Dying to Work
Moving Online...More *Ready for Work*
Portable Extinguishers
Ready for Work
Understanding Hazards and Risks
WHMIS

### Set and Stage Design

Designing and Drawing for the Theatre
Stage Design and Properties
Scene Design and Stage Lighting
Stage Management **(Out of Print Section)**
Stagecraft
Stagecraft Handbook
Stagecraft 1: A Complete Guide to

### Stage Lighting

Designing With Light: An Introduction to
Essential Guide to Stage Management
Scene Design and Stage Lighting
Stage Lighting for Theatre Designers
Stage Management **(Out of Print Section)**
Stagecraft
Stagecraft 1: A Complete Guide to

### Stage Management

The Back Stage Guide to Stage Management
Essential Guide to Stage Management
Stage Management **(Out of Print Section)**

### Stage Properties

Designing and Drawing for the Theatre
Stage Design and Properties
Stagecraft
Stagecraft 1: A Complete Guide to

### Stage Sound

Essential Guide to Stage Management
Stage Management **(Out of Print Section)**
Stagecraft
Stagecraft 1: A Complete Guide to

### Survey Course - Middle Level

Costume
Helping Solve the **(Out of Print Section)**

### Survey Course - Secondary Level

Costume
Essential Guide to Stage Management
Helping Solve the **(Out of Print Section)**
The Stage and the School

Stage Costume Step-by-Step
Stage Design and Properties
Stage Makeup Step-by-Step
Stage Makeup: The Actor's Complete
Stagecraft 1: A Complete Guide to
Theatrical Design and Production: An

**Teacher Reference**

The Back Stage Guide to Stage Management
Blueprint for Life/Work Designs
Designing and Drawing for the Theatre
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
The Prop Builder's Mask-Making Handbook
Scene Design and Stage Lighting
Stages in Design: Assignments for the
Step Into the World of Workplace Learning: A
Technical Theater for Nontechnical
The Theater Experience
Theatre: An Introduction

**Wardrobe**

Costume
Maskmaking
The Prop Builder's Mask-Making Handbook
Stage Costume Step-by-Step

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**CD-ROM**

Essential Skills/Compétences Essentielles
Moving Online...More *Ready for Work*

**Kit**

Ready for Work

**Print-Non-Fiction**

The Back Stage Guide to Stage Management
Basic Drama Projects
Blueprint for Life/Work Designs
Costume
Designing and Drawing for the Theatre
Designing With Light: An Introduction to
Employability Skills Toolkit for the Self
Essential Guide to Stage Management
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Maskmaking
The Prop Builder's Mask-Making Handbook
Scene Design and Stage Lighting
The Stage and the School
Stage Costume Step-by-Step
Stage Design and Properties
Stage Lighting for Theatre Designers
Stage Makeup
Stage Makeup Step-by-Step
Stage Makeup: The Actor's Complete
Stage Management **(Out of Print Section)**
Stagecraft
Stagecraft Handbook
Stagecraft 1: A Complete Guide to
Stages in Design: Assignments for the
Step Into the World of Workplace
Technical Theater for Nontechnical
The Theater Experience
Theatre: An Introduction
Theatrical Design and Production: An

**Video**

Don't Risk Your Life
Dying to Work
Portable Extinguishers
Understanding Hazards and Risks
WHMIS

# DESIGN (CONSTRUCT/FABRICATE) CLUSTER

- Clothing, Textiles and Fashion 10, 30
- Construction and Carpentry 10, 20, 30
- Design Studies 10, 30
- Drafting and Computer-Aided Design 10, 20, 30
- Housing 30
- Interior Design 30
- Upholstery 10, 20, 30
- Welding 10, 20, A30, B30

# Clothing, Textiles and Fashion 10, 30

## Titles and Descriptions

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Options for Women III Series** (Video). Please refer to the title: *Textiles*.

**Careers in Clothing** (Video). Meridian Education Corporation (MEC), 1991. 16 min. Order no. 24963 ($57.95 U.S.).

By using several interviews with people who work in the clothing industry, students will be introduced to the many different kinds of jobs available. Some of the careers introduced are clothing design, manufacturing, retail sales, retail management, fashion illustration, modelling, copywriting, teaching and costuming. The skills, training and the amount of work involved are described for each job. Students will be able to judge the advantages and disadvantages of the careers for themselves.
**Suggested Use:** Career Development

**Clothes and Your Appearance** (Print-Non-Fiction). Liddell, Louise A. and Samuels, Carolee S. Goodheart-Willcox Publisher (NEL), 2002. 600 p. ISBN 1-56637-839-7 ($68.20 hdc.).

This American resource provides a good overview of virtually all aspects of the Clothing course. Topics such as "Looking Good," "Planning a Wardrobe," "Getting Your Money's Worth," "Sewing Skills" and "Careers in Textiles and Clothing" will be of interest to the students. With its two-column format, coloured illustrations and large print, students will find this text easy to use. Written at an easy-to-read level, the book goes beyond clothing and textiles to deal with areas such as self-concept, personality and taking care of yourself. Each chapter ends with a review section and suggestions for further study. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Clothing Design and Manufacture** (Video). Classroom Video (CVO), 1997. 20 min. No order number is required. ($69.00).

By examining the complete process behind the clothing industry, students can follow an original fashion idea from its inception to the launch of the product into the marketplace. Leading designers explain how they achieve the goal of creating a garment that is profitable as well as fashionable. The manufacturing process, from cutting and sewing to screen-printing and packaging, is covered. The roles of magazines and fashion shows are also presented.
**Suggested Use:** Fashion Industry

**Clothing: Fashion, Fabrics, Construction. 3rd ed.** (Print-Non-Fiction). Weber, Jeanette. Glencoe/McGraw-Hill (MHR), 1997. 592 p. ISBN 0-02-647605-3 ($66.60 pbk.). Student Workbook - ISBN 0-02-647608-8 ($12.67 pbk.). Teachers' Annotated Edition - ISBN 0-02-647606-1 ($84.80 hdc.).

Using colourful photographs, easy-to-read text, and topical headings, this American resource will prove useful as a general overview of the course. Some of the unit titles include "Clothes and You," "Art and Design," "Fabrics," "You and Your Wardrobe," and "The Workplace." In addition, there are special features such as "Around the World," "Technology," and "Careers in Fashion." As well, several charts on topics such as fashion cycles, body shapes and the weaving process are featured. A sewing and serging handbook is also included. Each chapter ends with a review. A glossary and an index are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Clothing Fibers** (Video). Learning Seed Company (LSC), 1991. 24 min. Order no. 142 ($89.00 U.S.).

This video clearly explains the idea of fibre from yarn to fabric. Natural fibres and their characteristics are described. Synthetic fibres are covered in an introductory fashion.
**Suggested Use:** Textile Science

**Costume** (Print-Non-Fiction). Rowland-Warne, L. (Eyewitness Books Series). Dorling Kindersley Inc. (CDS), 2000. 63 p. ISBN 0-7894-5586-2 ($19.95 hdc.).

Each double page in this book features multiple colour illustrations with explanatory captions to describe historical, cultural and technical aspects of costumes/clothing. This resource includes a table of contents and an index.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Wardrobe
**Other Use:** Arts Education: Grades 6 to 8; Theatre Arts

**Delmar Fashion Series** (Print-Non-Fiction). Please refer to the titles: *Fashion Retailing* and *Introduction to Fashion Merchandising*.

**Drawing Fashion** (Print-Non-Fiction). Thames, Bill. McGraw-Hill Ryerson Limited (MHR), 1985. 181 p. ISBN 0-07-063722-9 ($102.90 hdc.).

Intended for the student interested in a career as a fashion designer, this book contains an excellent introduction to drawing the human figure in motion, the human profile and human age variations. Succeeding chapters demonstrate how to draw modern clothing, accessories and fabrics of varied texture and pattern. It offers one-colour sketches. A table of contents, a glossary and an index are included.
**Suggested Use:** Career Development; Design Fundamentals; Fashion Design; Survey Course - Secondary Level
**Other Use:** Arts Education: Secondary Level

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conference: board.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Encyclopedia of Sewing Machine Techniques** (Print-Non-Fiction). Bednar, Nancy and Pugh-Gannon, Joann. Sterling Publishing Co., Inc. (STE), 2001. 336 p. ISBN 0-8069-6365-4 ($24.95 U.S. pbk.).

Using short two-to-four-page spreads, this excellent resource provides concise background to over 70 techniques that allow people to use their sewing machines with more confidence and creativity. Creative techniques such as circular embroidery, long fringe, ruching and thread painting are all covered with step-by-step instructions and large colourful photographs. Information is also provided on basic techniques such as zippers, seams, hems and buttonholes. An index is included.
**Suggested Use:** Sewing Techniques

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Fabric Lab** (Kit). Learning Seed Company (LSC), 1995. Order no. 204 ($29.00 U.S.).

This kit provides a hands-on activity for students to learn how fabrics are made and how they differ. The 20 enclosed fabric samples are used in conjunction with the background statements and questions found in the workbook for a self-guided approach to learning about different fabrics. The

magnifying glass included with the kit will help students see the differences among weaves and knits.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Textile Science

**Fashion!** (Print-Non-Fiction). Wolfe, Mary G. Goodheart-Willcox Publisher (NEL), 2002. 475 p. ISBN 1-56637-831-1 ($65.56 hdc.).

This book is American in context, but the colourful photographs, excellent drawings and well-laid-out format make it useful as a general resource for the course. Areas covered include "Clothes and Fashion," "Textiles: The Science of Apparel," "Design: The Art of Apparel," "Consumers of Clothing," and "Apparel Industry Careers." Each chapter ends with a review section. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Fashion: Color, Line, and Design. 3rd ed.** (Print-Non-Fiction). Geringer, Susan. Glencoe/McGraw Hill (MHR), 1986. 122 p. ISBN 0-02-682880-4 ($55.04 pbk.). Instructor's Guide - ISBN 0-02-682890-1 ($10.35 pbk.).

This book explains the terminology of styling details, silhouette, colour and fabric. It also discusses design lines and principles in relation to fashion design, historical fashion and prominent fashion designers. It provides numerous sketches. A table of contents, a bibliography and an index are included. An instructor's guide is available.
**Suggested Use:** Design Fundamentals; Fashion Design

**Fashion, Fads and Freedom** (Video). Learning Seed Company (LSC), 2000. 20 min. No order number is required. ($89.00 U.S.).

For background information on clothing, this video will prove very useful. It covers how clothing decisions are made, how clothing influences our behaviour and what influences clothing. Fashion trends and the history of these trends are also covered.

The guide has many research and enrichment ideas.
**Suggested Use:** Clothing; Clothing Decisions

**Fashion Merchandising: Concepts and Careers** (Video). Meridian Education Corporation (MEC), 1994. 20 min. Order no. 25409 ($84.95 U.S.).

This video presents the fashion-merchandising field through the stories of people who are actually working at various industry jobs. The candid remarks about the industry will illustrate the reality of hard work, low pay and long hours that is behind the glamorous image. Some of the areas covered include designing, advertising and retailing. The importance of education and experience is stressed.
**Suggested Use:** Career Development; Fashion Industry

**Fashion Retailing** (Print-Non-Fiction). Diamond, Ellen. (Delmar Fashion Series). Delmar Publications (NEL), 1993. 431 p. ISBN 0-8273-5621-8 ($76.50 hdc.).

This text can provide expert tips and professional advice for students interested in pursuing a career in fashion retailing. The advice ranges from how to design a store to advertising, retail research, human resources management, accounting procedures and knowing the consumer. There is a separate appendix on careers in fashion retailing. Although somewhat dated, this resource is still a useful teacher reference. Colour and black-and-white photographs are used. An index and glossary are also included.
**Suggested Use:** Career Development; Fashion Industry; Teacher Reference

**Garment Designer** (CD ROM). Cochenille Design Studio (COCH), 2000. Order no. SW0500 ($165.00 U.S.).

This is an ideal software package for creative students who wish to design their own clothing. Students are able to work with a library of standard sizes, or they can enter custom measurements to create garments of their choice. Sewers, quilters, weavers and knitters will all find the resource useful.

The instruction manual is very complete with line drawings and step-by-step instructions to guide the users through each stage of the process.
**Suggested Use:** Design Fundamentals

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students that are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Human Resources Needs Analysis of the Canadian Apparel Industry: Issues and Recommendations** (Print-Non-Fiction). Canadian Apparel Federation (CAF), 1997. No order number is required. ($FREE spiral-bound).

(CAN) This resource provides a detailed look at issues surrounding the question of human resources in the textiles and clothing industries within Canada. While too technical for students, teachers may find this book useful as an overview to the industry with valuable information about training and careers for their students. The document looks at the challenges that are being faced and how the industry is responding to those pressures. Much of the resource deals with the workforce. In particular, it deals with how a workforce can be recruited, trained and developed. There is an appendix listing educational institutions that offer programs in the area and a listing of possible occupations.

Several charts and tables illustrate the industry trends.
**Suggested Use:** Career Development; Teacher Reference

**Introduction to Fashion Merchandising** (Print-Non-Fiction). Rath, Patricia Mink. (Delmar Fashion Series). Delmar Publications (NEL), 1994. 524 p. ISBN 0-8273-4871-1 ($76.50 hdc.).

This book is a good introduction to the many areas of the fashion business. It examines what fashion is, predicting the direction of fashion, producing fashion, worldwide markets, marketing and careers. Each chapter starts with a set of objectives and ends with a summary, vocabulary, review questions and project ideas. The photographs, drawings, charts and tables all help to make the text more accessible. The appendixes give suggested lists of designers, manufacturers, trade associations and publications. An index and a glossary are included.
**Suggested Use:** Career Development; Fashion Industry; Teacher Reference

**It Seems Like Yesterday Series** (Video). Please refer to the title: *1930's - 1980's – "Fashion: A Changing Image."*

**Judging Clothing Workmanship. Rev. ed.** (Video). Meridian Education Corporation (MCI), 1995. 10 min. Order no. 700211 ($79.00).

Wise shopping decisions can be made through viewing this video. It describes what to look for to discriminate between well-made and poorly made clothing. Areas covered include seams, finishing, buttons, zippers and hems that leave signs of poor construction and quality.
**Suggested Use:** Clothing Decisions; Sewing Techniques

**Linen and Cotton: Classic Sewing Techniques for Great Results** (Print-Non-Fiction). Khalje, Susan. Taunton Pr., Inc. (PGW), 1999. 139 p. ISBN 1-56158-250-6 ($35.95 pbk.).

This resource provides an up-to-date view of sewing techniques for creating clothing from cotton and linen. The sewing techniques discussed include a variety of seams and seam finishes, closures, hems, finishing and decorative details. A chapter on equipment and supplies is included. The excellent colour photographs and line drawings help to illustrate the techniques being discussed. An index is included.
**Suggested Use:** Sewing Techniques; Survey Course - Middle Level; Survey Course - Secondary Level; Textile Science

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**1930's - 1980's - "Fashion: A Changing Image"** (Video). (It Seems Like Yesterday Series). Breakthrough Films and Television Inc. **(MGR)**, 1997. 23 min. Dup. order no. V131.

(CAN) This program features the world of fashion including the suburba,'50s, the swinging '60s and those embarrassing '70s.
**Suggested Use:** Clothing

**Nylon: Fibre to Fabric** (Video). Classroom Video (CVO), 1997. 25 min. No order number is required. ($69.00).

Nylon, probably the most common of all synthetic fibres, and its life history are traced in this video. Students will be able to follow the manufacturing and production of nylon filament from its source as a by-product of petroleum cracking, to its use as a finished product in many consumer and industry applications. Case studies will help to introduce the concepts of synthetic fibre production, principles of weaving, principles of warp and weft knitting and computer-aided design in the development of textile products.

A teacher's guide is included.
**Suggested Use:** Textile Application; Textile Science

**Patternmaking for Fashion Design. 3rd ed.** (Print-Non-Fiction). Armstrong, Helen Joseph. Pearson Education Canada (PRN), 2000. 821 p. ISBN 0-321-03423-6 ($89.56 hdc.).

This comprehensive text is aimed at both the student and the professional patternmaker and designer. Using clear instructions and sketches, students are provided with many ideas on how to create patterns. The table of contents is very complete, and information can easily be found on topics such as drafting the basics pattern set and the three major principles of dart manipulation, added fullness and contouring. Collars, skirts, sleeves, dresses, tops, jackets, coats, capes, hoods and children's wear are also covered. The patterncharts at the back of the book are reproducible. An index is included.
**Suggested Use:** Fashion Design; Sewing Techniques; Teacher Reference

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca will provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**Simplicity's Simply the Best Sewing Book. Rev. ed.** (Print-Non-Fiction). Soto, Anne Marie and Staff of the Simplicity Pattern Company, eds. Simplicity Pattern Co., Inc., 2001. 270 p. ISBN 0-7394-2100-X ($15.95 U.S. coil-bound).

Considered a classic in the field, this revised edition provides an excellent source of information for new and experienced sewers. Patterns, fabrics, fitting, sewing techniques and patternless projects are just a few of the areas covered. Each section has well-illustrated step-by-step instructions. Highlighted boxes with practical tips are found throughout the book. An index is included.

This resource is available through fabric stores. Please consult the publisher's website at http://www.simplicity.com/ for further information.
**Suggested Use:** Sewing Techniques; Survey Course - Middle Level; Survey Course - Secondary Level

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Stitch Dictionary** (Print-Non-Fiction). Ganderton, Lucinda. Firefly Books Ltd. (FIR), 2000. 160 p. ISBN 1-55209-457-X ($29.95 pbk.).

*Stitch Dictionary* explores a variety of stitches for cross-stitching, needle point, dressmaking and embroidery. The materials required, frames, mounting techniques and a variety of stitching techniques are discussed. Each of these areas is lavishly illustrated with step-by-step photographs. This would be an excellent resource for projects in different modules. An index is included.
**Suggested Use:** Sewing Techniques; Textile Application; Teacher Reference

**Successful Sewing** (Print-Non-Fiction). Westfall, Mary G. Goodheart-Willcox Publisher (NEL), 2002. 448 p. ISBN 1-56637-860-5 ($43.16 pbk.). Instructor's Guide - ISBN 1-56637-861-3 ($27.16 pbk.).

In an accessible hands-on format, this comprehensive resource offers basic information for beginnings as well as material that could challenge experienced sewers to try new techniques. It provides assessment and evaluation activities, 23 lessons that present basic information on learning to sew, guidance on selecting and planning a project, 20 lessons on constructing a project, information on sewing sergers and ideas for expanding sewing knowledge and skills. The well-organized lessons are designed around the learning processes of gathering information, practising and evaluating. An abundance of charts and two-colour illustrations enhance the text. Included are a table of contents, a glossary and an index.

The instructor's guide contains suggestions for improving classroom management and organization as well as techniques for communicating more effectively with students and the public. It also provides activities and numerous blackline masters.
**Suggested Use:** Sewing Techniques; Survey Course - Middle Level; Survey Course - Secondary Level

**Techno Textiles: Revolutionary Fabrics for Fashion and Design** (Print-Non-Fiction). Braddock, Sarah E. and O'Mahony, Marie. Thames and Hudson (CDS), 1999. 192 p. ISBN 0-500-28096-7 ($44.99 pbk.).

Through the use of colourful and engaging photographs, students will be drawn to this resource to catch a glimpse into the world of innovative fabrics and the garments made from them. The main focus of the resource is on the advancement in technology that has made synthetic fibres highly competitive with natural fibres. The wide variety of uses for these new textile fabrics is examined in areas such as the space program, medical practice, the fashion industry, architecture and art.

Note that some of the photographs of models wearing the new fashions may be viewed as inappropriate.
**Suggested Use:** Fashion Design; Textile Application; Textile Science

**Textiles** (Video). (Career Options for Women III Series). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Dup. order no. V1148.

(CAN) This program profiles three women working in the textile industry. A planning manager, a research technician and a vice-president of sales focus on the variety of careers available in this industry.

Supporting print material is available from Media Group.
**Suggested Use:** Career Development

**Textiles: Concepts and Principles** (Print-Non-Fiction). Elsasser, Virginia Hencken. Delmar Publications (NEL), 1997. 340 p. ISBN 0-8273-7686-3 ($65.00 pbk.).

This text focuses on the components of textiles, the different fibres and their application. The numerous photographs of textiles will be useful to illustrate different aspects of the lessons. Each chapter begins with a set of objectives and contains a number of laboratory assignments to support the concepts covered. Some of the areas covered include "fibres and their properties," "primary synthetic fibres," "yarn formation," "knit fabrics," "dyeing and printing" and "career opportunities in textiles." An index and a glossary are included.
**Suggested Use:** Textile Application; Textile Science; Teacher Reference

**Trends in Textiles Technology Series** (Print-Non-Fiction). King, Hazel. Heinemann Educational Bks (KRS), 2000. 48 p. ($30.25 hdc.).

Recommended titles in this series include the following:

| | |
|---|---|
| *The Clothing Industry* | ISBN 0-431-10565-0 |
| *Design, Cut & Shape* | ISBN 0-431-10563-4 |
| *Dyes & Decoration* | ISBN 0-431-10562-6 |
| *Fabric Types* | ISBN 0-431-10561-8 |
| *Fashion* | ISBN 0-431-10564-2 |
| *Fibre to Fabric* | ISBN 0-431-10560-X. |

Each of these short books shows the history of fashion from the runway to the street during the early 1900s to the 1990s. The designers, outfits, fabrics and the followers of fashion are all profiled. The series is vividly illustrated with colour drawings, art and photographs. Each volume contains an index, a glossary and a timeline.
**Suggested Use:** Clothing; Survey Course - Middle Level

**20th Century Fashion Series** (Print-Non-Fiction). Heinemann Educational Bks (KRS), 1999. 32 p. ($31.65 hdc.).

Recommended titles in this series include the following:

| | |
|---|---|
| *The 20s & 30s: Flappers & Vamps* | ISBN 0-431-09549-3 |
| *The 40s & 50s: Utility to New Look* | ISBN 0-431-09550-7 |
| *The 60s: Mods & Hippies* | ISBN 0-431-09551-5 |
| *The 70s: Punks, Glam Rockers & New Romantics* | ISBN 0-431-09552-3 |
| *The 80s & 90s: Power Dressing to Sportswear* | ISBN 0-431-09553-1. |

Each of these short books shows the history of fashion from the runway to the street during the early 1900s to the 1990s. The designers, outfits, fabrics and the followers of fashion are all profiled. The series is vividly illustrated with colour drawings, art and photographs. Each volume contains an index, a glossary and a timeline.
**Suggested Use:** Clothing; Survey Course - Middle Level

**Ultimate T-Shirt Book: Creating Your Own Unique Designs** (Print-Non-Fiction). Morgenthal, Deborah. Lark Books (LKB), 1998. 112 p. ISBN 1-57990-017-8 ($14.95 U.S. pbk.).

Using bright and colourful photographs, the authors have produced a book that will appeal to the student's creative side. There are 80 different designs for T-shirts that students can create using various methods such as painting, printing, tie-dye, batik, marbling and screen-printing. Basic introductory information is given about selecting a T-shirt, tools and procedures. An index is included.
**Suggested Use:** Design Fundamentals; Textile Application
**Other Use:** Photographics/Graphic Arts

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Visual CADD** (CD-ROM). TriTools Partners (TTO), 2003. No order number is required. ($425.00 U.S.).

Visual CADD is an easy-to-use design and drafting program. Its features include layer function, automatic wall break, running snaps, multiple views and more.

The manual provides information on all of the Visual CADD features.

This evaluation was based on Visual CADD 3.0. Please contact the publisher for the latest version and price. More information and a demo version can be found on the company's website at http://tritools.com/.
**Suggested Use:** Design Fundamentals
**Other Use:** Construction and Carpentry; Design Studies; Drafting and Computer-Aided Design

**Wardrobe Management: Dress Well for Less** (Video). Learning Seed Company (MCI), 1993. 21 min. Order no. 200018 ($119.00).

Working on the premise that assembling a wardrobe takes planning, this video profiles a five-step system to build a value-based wardrobe. These steps include inventory and inspection, cost analysis, using versatile separates, investing in classic styling and shopping for values.
**Suggested Use:** Clothing Decisions

**The Way We Dress: The Meaning of Fashion** (Video). Learning Seed Company (MCI), 1993. 24 min. Order no. 200063 ($119.00).

Through the study of fashion, this video presents the idea that we can also explore personal identity and human nature. The simple decision of what to wear today has been influenced by centuries of social forces. Some of the ideas presented include how our attitude about dressing up has changed with time, how the mass market ready-to-wear industry developed, how fashion now signals dreams and individuality and why youth have developed their own culture of fashion.
**Suggested Use:** Clothing; Clothing Decisions

**W5 Series** (Video). Please refer to the title: *Dying to Work*.

**WHMIS** (Video). Safetycare Inc. (SCI ), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of

hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**The World of Fashion Merchandising** (Print-Non-Fiction). Wolfe, Mary G. Goodheart-Willcox Publisher (NEL), 2003. 602 p. ISBN 1-56637-891-5 ($68.76 hdc.).

This resource could serve as a general reference for all three areas of clothing, textiles and fashion. By looking at these areas from a business perspective, students can see the entire textile/apparel/retail soft goods chain. Each chapter begins with learning objectives and ends with review materials. The history and sociology of clothing and fashion as well as the business of fashion are covered in the opening chapters. Other areas covered include textile fabrics, designing, retail business, fashion promotion and careers. The trendy and colourful photographs, along with charts and tables, make the book very accessible. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**You: Living, Learning, and Caring** (Print-Non-Fiction). Dunn-Strohecker, Martha and Tippett, Deborah Tunstall. Goodheart-Willcox Publisher (NEL), 1999. 382 p. ISBN 1-56637-472-3 ($72.95 hdc.).

This general text covers many areas in a survey approach. The book takes a practical approach to preparing students for everyday life. Each chapter is organized in a self-directed style with objectives and vocabulary at the start and review questions and case studies at the end. The book is well illustrated and has an index and a glossary.
**Suggested Use:** General; Survey Course - Middle Level
**Other Use:** Life Transitions

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**AutoCAD Essentials: An Unintimidating Introduction to AutoCAD and AutoCAD LT** (Print-Non-Fiction). Fane, Bill. Addison-Wesley Longman, Inc., 1995. 214 p. ISBN 0-201-40909-7.

For people who want a quick guide to problem solving AutoCAD difficulties, this volume provides most of the answers. It could ideally be left at a workstation for quick reference. Each chapter includes several short descriptions of key commands. For example, in the chapter on "drawing aids" there is information on grid, snap, blips and highlight. The illustrations help users to gain confidence in creating two-dimensional drawings. An index is included.
**Suggested Use:** Design Fundamentals
**Other Use:** Design Studies; Drafting and Computer-Aided Design; Housing; Interior Design

**Costume and Clothes** (Print-Non-Fiction). Paul, Penelope. (Legacies Series). Thomson Learning, 1995. 48 p. ISBN 1-56847-274-9.

This resource, which explores the origins of clothing and textiles, will be an excellent supplement for the student wanting background in this area. The book covers several ancient civilizations such as Egypt, Greece, Rome, India, the Celts and the Americas. Many colourful illustrations and photographs supplement the discussions of these ancient civilizations' contributions to modern day clothing.
**Suggested Use:** Clothing; Survey Course - Middle Level; Survey Course - Secondary Level

**The Dressmaker's Handbook** (Print-Non-Fiction). Bergh, Rene. Sterling Publishing Co., Inc., 1998. 160 p. ISBN 1-85368-710-3.

This resource provides a complete guide to techniques and materials needed in making clothes. Choosing the fabric, laying out and cutting the patterns and developing skills in creating darts, tucks, pleats and zippers are all covered. Several projects are also included such as creating a blouse, jacket, skirt or trousers. Line drawings and colour photographs illustrate each step of the procedure being discussed. An index and a glossary are included.
**Suggested Use:** Fashion Design; Sewing Techniques

**Fashion Sketching** (Print-Non-Fiction). D'Ortenzio, Alfred D. Delmar Publications, 1998. 179 p. ISBN 0-8273-7650-2.

This is an excellent resource to use when instructing the class on fashion sketching techniques. The book takes a progressive step-by-step approach. This allows students to understand the human form and then to use this understanding to draw the fashion figure clothed in various styles and types of clothing. It covers both women's and men's fashion figures. Each page contains several line drawings to illustrate the proper methods to use for success.
**Suggested Use:** Design Fundamentals; Fashion Design

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**In Style: 100 Years of Canadian Women's Fashion** (Print-Non-Fiction). Routh, Caroline. Stoddart Publishing Co. Ltd., 1993. 206 p. ISBN 0-7737-5568-3.

(CAN) This is a resource that explores the fashion of the 20th century from a Canadian perspective. The forces that have influenced fashion during each decade are examined. The book also observes women's fashions from various economic backgrounds. The use of black-and-white drawings and photographs enhances the usefulness of the book. An index and a bibliography are included.
**Suggested Use:** Clothing; Survey Course - Secondary Level

**The Wardrobe Strategies for Women Video Series** (Video). Rasband, Judith. Delmar Publications, 1996.

Working on the premise that assembling a wardrobe takes planning, this video profiles a five-step system to build a value-based wardrobe. These steps include inventory and inspection, cost analysis, using versatile separates, investing in classic styling and shopping for values.
**Suggested Use:** Clothing Decisions

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Clothing, Textiles and Fashion 10, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other clothing, textiles and fashion resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Clothes and Your Appearance** (Print-Non-Fiction). Liddell, Louise A. and Samuels, Carolee S. Goodheart-Willcox Publisher (NEL), 2002. 600 p. ISBN 1-56637-839-7 ($68.20 hdc.).

**Clothing: Fashion, Fabrics, Construction. 3rd ed.** (Print-Non-Fiction). Weber, Jeanette. Glencoe/McGraw-Hill (MHR), 1997. 592 p. ISBN 0-02-647605-3 ($66.60 pbk.). Student Workbook - ISBN 0-02-647608-8 ($12.67 pbk.). Teachers' Annotated Edition - ISBN 0-02-647606-1 ($84.80 hdc.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Fashion!** (Print-Non-Fiction). Wolfe, Mary G. Goodheart-Willcox Publisher (NEL), 2002. 475 p. ISBN 1-56637-831-1 ($65.56 hdc.).

**Fashion: Color, Line, and Design. 3rd ed.** (Print-Non-Fiction). Geringer, Susan. Glencoe/McGraw Hill (MHR), 1986. 122 p. ISBN 0-02-682880-4 ($55.04 pbk.). Instructor's Guide - ISBN 0-02-682890-1 ($10.35 pbk.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Linen and Cotton: Classic Sewing Techniques for Great Results** (Print-Non-Fiction). Khalje, Susan. Taunton Pr., Inc. (PGW), 1999. 139 p. ISBN 1-56158-250-6 ($35.95 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**The World of Fashion Merchandising** (Print-Non-Fiction). Wolfe, Mary G. Goodheart-Willcox Publisher (NEL), 2003. 602 p. ISBN 1-56637-891-5 ($68.76 hdc.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**1930's - 1980's - "Fashion: A Changing Image"** (Video). (It Seems Like Yesterday Series). Breakthrough Films and Television Inc. **(MGR)**, 1997. 23 min. Dup. order no. V131.

**Textiles** (Video). (Career Options for Women III Series). Third Wave Communications Inc. **(MGR)**, 2002. 24 min. Dup. order no. V1147.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Butterick*
http://www.butterick.com/indexflash.html

*Career Awareness*
http://www.hrdc.gc.ca/career

*The Costume Gallery*
http://www.costumegallery.com/

*Costume Museum of Canada*
http://www.costumemuseum.com/

*Elle Magazine Online*
http://www.elle.com

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Fashion Mall.com*
http://www.finy.com/

*Fashion Net*
http://www.fashion.net/

*Fashion Planet*
http://www.fashion-planet.com/

*Flare*
http://www.flare.com/

*History of Fashion/Museum Collections*
http://www.library.kent.edu/branches/fashion/fashionlibrary.html

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*McCord Museum of Costume and Textiles*
http://www.mccord-museum.qc.ca

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Online NewsHour Web Site for Students: Fashion*
http://www.pbs.org/newshour/on2/fashion.html

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Simplicity Patterns*
http://www.simplicity.com/

*Textile Museum of Canada*
http://www.museumfortextiles.on.ca/

*TextileWeb.com*
http://www.textileweb.com/

*Threads On-line: A Magazine for People Who Love to Sew*
http://www.taunton.com/threads/index.asp

*What You Need to Know: Sewing - Alterations/Fitting*
http://sewing.about.com/cs/alterations/index.htm

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Development

Blueprint for Life/Work Designs
Careers in Clothing
Drawing Fashion
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Fashion Merchandising: Concepts and
Fashion Retailing
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Human Resources Needs Analysis
Introduction to Fashion Merchandising
Step Into the World of Workplace Learning
Textiles

### Clothing

Costume
Costume and Clothes **(Out of Print Section)**
Fashion, Fads and Freedom
In Style: 100 Years of **(Out of Print Section)**
1930's - 1980's - "Fashion: A Changing
Trends in Textiles Technology Series
20th Century Fashion Series
The Way We Dress: The Meaning of Fashion

### Clothing Decisions

Fashion, Fads and Freedom
Judging Clothing Workmanship
Wardrobe Management: Dress Well for Less
The Wardrobe **(Out of Print Section)**
The Way We Dress: The Meaning of Fashion

### Design Fundamentals

AutoCAD Essentials **(Out of Print Section)**
Drawing Fashion
Fashion: Color, Line, and Design
Fashion Sketching **(Out of Print Section)**
Garment Designer
Ultimate T-Shirt Book: Creating Your Own

### Fashion Design

Drawing Fashion
The Dressmaker's **(Out of Print Section)**
Fashion: Color, Line, and Design
Fashion Sketching **(Out of Print Section)**
Patternmaking for Fashion Design
Techno Textiles: Revolutionary Fabrics

### Fashion Industry

Clothing Design and Manufacture
Fashion Merchandising: Concepts and
Fashion Retailing
Introduction to Fashion Merchandising

### General

Clothes and Your Appearance
Clothing: Fashion, Fabrics, Construction
Fashion!
The World of Fashion Merchandising
You: Living, Learning, and Caring

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

### Sewing Techniques

The Dressmaker's **(Out of Print Section)**
Encyclopedia of Sewing Machine
Judging Clothing Workmanship
Linen and Cotton: Classic Sewing Techniques
Patternmaking for Fashion Design
Simplicity's Simply the Best Sewing Book
Stitch Dictionary
Successful Sewing

### Survey Course - Middle Level

Clothes and Your Appearance
Costume and Clothes **(Out of Print Section)**
Fabric Lab
Helping Solve the **(Out of Print Section)**
Linen and Cotton: Classic Sewing Techniques
Simplicity's Simply the Best Sewing Book
Successful Sewing
Trends in Textiles Technology Series
20th Century Fashion Series
You: Living, Learning, and Caring

### Survey Course - Secondary Level

Clothes and Your Appearance
Clothing: Fashion, Fabrics, Construction
Costume and Clothes **(Out of Print Section)**
Drawing Fashion
Fabric Lab
Fashion!
Helping Solve the **(Out of Print Section)**
In Style: 100 Years **(Out of Print Section)**
Linen and Cotton: Classic Sewing Techniques
Simplicity's Simply the Best Sewing Book
Successful Sewing
The World of Fashion Merchandising

### Teacher Reference

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Fashion Retailing
Guide for New Workers: Counsellor
Human Resources Needs Analysis
Introduction to Fashion Merchandising
Patternmaking for Fashion Design
Step Into the World of Workplace Learning
Stitch Dictionary
Textiles: Concepts and Principles

### Textile Application

Nylon: Fibre to Fabric
Stitch Dictionary
Techno Textiles: Revolutionary Fabrics
Textiles: Concepts and Principles
Ultimate T-Shirt Book: Creating Your Own

### Textile Science

Clothing Fibers
Fabric Lab
Linen and Cotton: Classic Sewing Techniques
Nylon: Fibre to Fabric
Techno Textiles: Revolutionary Fabrics
Textiles: Concepts and Principles

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Garment Designer
Moving Online…More *Ready for Work*
Visual CADD

### Kit

Fabric Lab
Ready for Work

### Print-Non-Fiction

AutoCAD Essentials **(Out of Print Section)**
Blueprint for Life/Work Designs
Clothes and Your Appearance
Clothing: Fashion, Fabrics, Construction
Costume
Costume and Clothes **(Out of Print Section)**
Drawing Fashion
The Dressmaker's **(Out of Print Section)**
Employability Skills Toolkit for the Self
Encyclopedia of Sewing Machine
Fashion!
Fashion: Color, Line, and Design
Fashion Retailing
Fashion Sketching **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship
Human Resources Needs Analysis of the
In Style: 100 Years **(Out of Print Section)**
Introduction to Fashion Merchandising
Linen and Cotton: Classic Sewing Techniques
Patternmaking for Fashion Design
Simplicity's Simply the Best Sewing Book
Step Into the World of Workplace Learning
Stitch Dictionary
Successful Sewing
Techno Textiles: Revolutionary Fabrics
Textiles: Concepts and Principles
Trends in Textiles Technology Series
20th Century Fashion Series
Ultimate T-Shirt Book: Creating Your Own
The World of Fashion Merchandising
You: Living, Learning, and Caring

### Video

Careers in Clothing
Clothing Design and Manufacture
Clothing Fibers
Don't Risk Your Life
Dying to Work
Fashion, Fads and Freedom
Fashion Merchandising: Concepts and
Judging Clothing Workmanship
1930's - 1980's - "Fashion: A Changing
Nylon: Fibre to Fabric
Textiles
Understanding Hazards and Risks
Wardrobe Management: Dress Well for Less
The Wardrobe **(Out of Print Section)**
The Way We Dress: The Meaning of Fashion
WHMIS

# Construction and Carpentry 10, 20, 30

## Titles and Descriptions

**Architectural Drafting & Design. 4th ed.** (Print-Non-Fiction). Jefferis, Alan and Madsen, David. Delmar Publications (NEL), 2001. 954 p. ISBN 0-7668-1546-3 ($103.50 hdc.). Workbook - ISBN 0-7668-1548-X ($36.50 pbk.). Solutions Manual - ISBN 0-7668-2860-3 ($26.50 pbk.).

This resource can serve as a comprehensive introduction to the field of residential and commercial drafting and design. The authors have used step-by-step methods for the layout of each type of drawing required for a set of plans. CADD applications are covered from a basic to an advanced level. Areas covered include careers, drafting equipment, lettering, residential design, site plans, floor plans, drawings, elevations, foundation plans and commercial drafting. The building codes used are American. The text is well illustrated with sample designs and drawings. The appendixes provide several reference tables. An index and a glossary are included.
**Suggested Use:** Drafting
**Other Use:** Drafting and Computer-Aided Design

**Architecture: Residential Drawing and Design** (Print-Non-Fiction). Kicklighter, Clois E., Kicklighter, Joan C. and Baird, Ronald J. Goodheart-Willcox Publisher (NEL), 2000. 688 p. ISBN 1-56637-590-8 ($71.16 hdc.).

This text offers extensive information necessary for planning different types of dwellings. The author provides traditional as well as computer-based methods used to prepare architectural working drawings. The many coloured photographs, diagrams, charts and floor plans enhance the text. New content on access for people with disabilities, CADD applications, and new products and methods of construction are included. The text includes a table of contents, a glossary and an index.

The accompanying workbook contains questions, problems and activities that correspond to the chapters in the book.
**Suggested Use:** Drafting
**Other Use:** Drafting and Computer-Aided Design; Housing; Interior Design

**Basic House Framing Series** (Video). Bergwall Productions (MCI), 1999. Order numbers follow. ($139.00).

Recommended titles in this series include the following:

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| *Dormers* (15 min.) | Order no. 950059 |
| *Foundations and Flooring* (18 min.) | Order no. 950056 |
| *Gable and Shed Roofs* (22 min.) | Order no. 950058 |
| *Walls and Partitions* (15 min.) | Order no. 950057. |

The fundamentals of framing a house are shown in this four-part video series. Accentuated with graphics and demonstrations by student workers, male and female, the programs offer a detailed discussion of the key points.

The series is American, but the general principles also apply to Canada. The series is tied to an activity book as it asks the viewer to pause the tape at key points and do the questions before proceeding.
**Suggested Use:** Framing

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Building Solutions: A Problem Solving Guide for Builders and Renovators** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1998. 275 p. ISBN 0-660-17440-5 ($34.95 pbk.).

(CAN) *Building Solutions* is one of those must-have resources for builders, renovators and tradespeople. For high school students it offers an excellent way to understand potential house construction problems and how to fix them. Each page deals with a separate issue such as water leakage in a wood foundation, noise problems in flooring systems, nail pops in drywall and broken asphalt shingles. A line drawing is used to illustrate each of the problems. The causes and solutions are written in a clear and concise manner.
**Suggested Use:** General; Survey Course - Secondary Level

**Building Trades Dictionary. 3rd ed.** (Print-Non-Fiction). Toenjes, Leonard P. American Technical Pubs., Inc. (NEL), 2002. 314 p. ISBN 0-8269-0405-X ($88.25 hdc.).

In a dictionary format, students will be able to find brief and concise definitions of virtually all terms related to the construction industry. Many of the terms are illustrated with photographs and line drawings. This will greatly assist students who are trying to understand a new concept. The emphasis of the book is placed on construction tools, materials and processes used in the industry. There is a separate section on contractors' terms. Several appendices give information on math symbols, geometric figures, conversions and print symbols found in plans.
**Suggested Use:** General; Teacher Reference

**Building Trades Printreading - Part 1: Residential Construction. 3rd ed.** (Print-Non-Fiction). Proctor, Thomas E. American Technical Pubs., Inc. (NEL), 1997. 218 p. ISBN 0-8269-0407-6 ($55.95 pbk.). Instructor's Guide - ISBN 0-8269-0408-4 ($19.50 pbk.).

If students do not have access to real blueprints, this resource will provide them with a suitable substitute. The package contains a text with review questions, a package of sample blueprints and an instructor's guide. The text gives information on conventional drafting, CAD, floor plans and views. The drawings help illustrate each point being discussed. An index and a glossary are included.
**Suggested Use:** Drafting

**Building Trades Printreading - Part 2: Residential and Light Commercial Construction. 3rd ed.** (Print-Non-Fiction). Proctor, Thomas E. American Technical Pubs., Inc. (NEL), 2000. 378 p. ISBN 0-8269-0423-8 ($64.50 pbk.). Instructor's Guide - ISBN 0-8269-0424-6 ($19.50 pbk.).

While Part 1 deals strictly with residential blueprint reading, this package also looks at blueprints for small stores and apartment buildings. Some of the areas covered include specifications for brick veneer residences, light frame construction and real-life plans for a branch bank and a fast food restaurant. The heavily illustrated text and use of review questions make the resource very useful to both teachers and students. A glossary and an index are included.

Also included is an instructor's guide and a box of sample blueprints for the buildings discussed in the text.
**Suggested Use:** Drafting

**Building Trades Printreading - Part 3: Heavy Commercial Construction** (Print-Non-Fiction). Toenjes, Leonard P. American Technical Pubs., Inc. (NEL), 1996. 204 p. ISBN 0-8269-0455-6 ($61.50 pbk.). Instructor's Guide - ISBN 0-8269-0456-4 ($19.50 pbk.).

Similar in format to Part 2 and 3, this package allows students to practise using and reading blueprints aimed at commercial construction sites. Areas covered in the text include sitework, structural steel, reinforced concrete, mechanical and electrical systems, and finish construction. Each chapter has several photographs, drawings and tables. A glossary and an index are included.
**Suggested Use:** Drafting

**Canadian Home Builders' Association Builders' Manual** (Print-Non-Fiction). Canadian Home Builders' Association (CHBA), 2001. 404 p. ISBN 0-86506-062-2 ($69.55 pbk.).

(CAN) Using a concise and well-illustrated layout, this resource outlines the fundamental principles of building energy- and resource-efficient homes. All aspects of efficient home building are discussed. These begin with the fundamental design considerations and proceed to the foundations, air barrier systems, walls, heating systems, mechanical and electrical systems. This is an excellent resource that provides all the necessary background information students will need. An index is provided.
**Suggested Use:** General
**Other Use:** Housing

**Canadian Home Workshop: The Do-It-Yourself Magazine** (Periodical). Avid Media Inc. (CMW), Published 10 times a year - ISSN 1485-8509 ($27.77).

(CAN) With 10 issues each year, this journal is an excellent way to provide new ideas and projects to students. Each issue offers practical information on tools, finishing and framing. In addition, detailed plans are given for cabinetmaking projects.
**Suggested Use:** Cabinetmaking; Projects; Survey Course - Secondary Level

**The Canadian Renewable Energy Guide. 2nd ed.** (Print-Non-Fiction). McKirdy, Alexandra R., ed. General Store Publishing House (GSPH), 1999. 228 p. ISBN 1-894263-07-3 ($29.95 pbk.).

(CAN) *The Canadian Renewable Energy Guide* features case studies that examine how renewable energy technologies are being used in Canada and around the world. While the scope of the book goes beyond construction, there are several chapters dealing with building homes within the Canadian experience. Drawings and photographs help to illustrate the different case studies. This will be a useful resource for those wanting to investigate the possibilities of energy-efficient housing projects. A comprehensive listing of Canadian renewable energy companies and their services is included.
**Suggested Use:** Teacher Reference
**Other Use:** Housing

**Canadian Wood-Frame House Construction. Rev. ed.** (Print-Non-Fiction). Kesik, Ted and Lio, Michael. Canada Mortgage and Housing Corporation (CMHC), 1998. 303 p. ISBN 0-660-17294-1 ($25.95 pbk.). Book and CD-ROM - ISBN 0-660-18304-8 ($84.95 set).

(CAN) As stated by John Eakes, "This is the bible on Canadian housing for anyone, amateur and professional alike, who is building a new house or undertaking serious renovations." Through the use of a detailed table of contents, users can find the step-by-step approach to use for concrete work, creating footings, framing, wall sheathing, millwork, insulation or interior finishing. The drawings used provide a very clear view of the concepts being discussed. An index and several tables of specifications are included.

This title is also available as a CD-ROM. In this version, animations and video clips are used to show the concepts being discussed.
**Suggested Use:** General; Survey Course - Secondary Level

**Career Options for Women Series** (Video). Please refer to the title: *Construction.*

**Career Options for Women II Series** (Video). Please refer to the title: *Wood Products.*

**Carpentry. 3rd ed.** (Print-Non-Fiction). Koel, Leonard. American Technical Pubs., Inc. (NEL), 1997. 721 p. ISBN 0-8269-0735-0 ($71.16 hdc.). Instructor's Guide - ISBN 0-8269-0737-7 ($22.95 pbk.).

While the building codes and zoning bylaws given are American, this general resource does cover virtually all areas of the course. There is heavy use of photographs, drawings and tables to assist with the discussions in each chapter. Everything from wood properties, tools, blueprints and foundations to framing and concrete is covered in this one source. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Carpentry. 3rd ed.** (Print-Non-Fiction). Lewis, Gaspar and Vogt, Floyd. Delmar Publications (NEL), 2001. 948 p. ISBN 0-7668-1081-X ($72.35 hdc.). Instructor's Resource Guide - ISBN 0-7668-1083-6 ($39.85 pbk.).

The skills and procedures to follow while building a house are all covered in this resource. The step-by-step layout of each section is very helpful. This format, combined with the excellent illustrations, easily allows students to see the proper method of using tools, pouring foundations, framing, finishing the exterior and doing interior carpentry work. Each unit states several objectives and includes a "Building for Success" section that can give students a sense of the work ethic necessary to thrive on the job. The text is very useful as a parallel resource to Level 1 construction. As this is an American text, the building codes used do not apply to Canada. A glossary and an index are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Carpentry and Building Construction. 5th ed.** (Print-Non-Fiction). Feirer, John L., Hutchings, Gilbert R. and Feirer, Mark D. Glencoe/McGraw Hill (MHR), 1997. 978 p. ISBN 0-02-8386699-X ($86.40 hdc.). Instructor's Resource Guide - ISBN 0-02-838700-7 ($133.95 pbk.). Student Workbook - ISBN 0-02-838701-5 ($18.95 pbk.).

This book has been designed as a basic resource for students in construction and carpentry. In addition to an emphasis on wood construction, there are also sections dealing with concrete and brick-veneer. Behavioural objectives include identifying careers in the trade, competency in the use of tools, understanding building codes (which are American), reading blueprints and demonstrating skills meeting or exceeding recognized standards. Very detailed discussions, drawings and photographs are given to deal with the areas of foundations, framing, tools and finishing. An index and a glossary are included in this excellent resource.

The instructor's guide gives teaching suggestions, sample assignments and enrichment activities for each section of the text.
**Suggested Use:** General; Survey Course - Secondary Level

**Carpentry & Construction. 3rd ed.** (Print-Non-Fiction). Miller, Mark R., Miller, Rex and Baker, Glenn E. McGraw-Hill Ryerson Limited (MHR), 1999. 673 p. ISBN 0-07-042052-1 ($71.95 pbk.).

The construction process from start to finish is covered in this excellent comprehensive resource. With an emphasis on house construction, the book describes how to prepare the site, lay footings, pour concrete, frame walls and finish the exterior and interior. In addition to this, the basics of wiring, plumbing and insulation are also presented. Special sections cover building stairs, solar heating, bathrooms and maintenance of the finished home. Each chapter ends with study questions. Photographs, drawings and tables are used throughout the text. An index and a glossary are included.

**Suggested Use:** General; Survey Course - Secondary Level

**Concrete Formwork. 2nd ed.** (Print-Non-Fiction). Koel, Leonard. American Technical Pubs., Inc. (NEL), 1997. 282 p. ISBN 0-8269-0706-7 ($61.50 hdc.). Instructor's Guide - ISBN 0-8269-0707-5 ($19.50 pbk.).

*Concrete Formwork* "provides detailed information on the safe construction of formwork for residential, light commercial and heavy construction projects." The book begins with how to analyze the building site for soil conditions and then goes into detail about the construction of wall forms, residential foundations, precast concrete construction and the mixing and placement of concrete. Each chapter has review questions. Photographs, drawings and tables are used throughout the text. An index and a glossary are included.
**Suggested Use:** Concrete; Teacher Reference

**Construction** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6845. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

(CAN) *Career Options* is a series of 13 half-hour programs about women working in jobs traditionally done by men, mostly in trades and technology.

In this program, viewers will meet three women whose blueprint for success was secured when they nailed down careers in the construction industry as a welder, a carpenter and an electrician.

Supporting print is available from Media Group.
**Suggested Use:** Career Development

**Construction** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min. Dup. order no. V1009.

Viewers are introduced to cool jobs in the construction industry from conception to design to construction. Aboriginal architect, Douglas Cardinal, talks about his career path and what one needs to pursue this career.
**Suggested Use:** Career Development
**Other Use:** Life Transitions

**Construction and the Environment** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1993. 49 p. ISBN 0-660-14975-3 ($5.95 pbk.).

(CAN) The purpose of this resource is to alert homebuilders and renovators about the need for environmentally friendly practices. This short booklet identifies several problems such as new house construction waste material and provides very practical suggestions on how practices can be changed to cut down on this waste. Line drawings, charts and graphs are used to highlight the key points.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Housing

**The Construction Industry: Processes, Players, and Practices** (Print-Non-Fiction). Liebing, Ralph. Prentice Hall Inc. (PRN), 2000. 205 p. ISBN 0-13-863853-5 ($48.95 hdc.).

Although this is an American resource, the general information presented will be useful to students who wish to pursue a career in the construction industry. The role of each of the players in the industry is explained. In addition, how a project proceeds from start to finish is explained as are the everyday procedures to keep projects flowing smoothly. This is an excellent overview for the student who needs the whole picture of the trade. An index and a glossary are included.
**Suggested Use:** Career Development; Teacher Reference

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and WHMIS. Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one or more of the modules. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Electrical and Electronics; Energy and Mines; Forestry Studies; General; Horticulture; Machining; Mechanical and Automotive; Welding

**Cool Careers for Girls in Construction** (Print-Non-Fiction). Pasternak, Ceel and Thornburg, Linda. (Cool Careers for Girls Series). Impact Publications (CSK), 2000. 117 p. ISBN 1-57023-131-1 ($21.40 pbk.).

Using a number of case studies, students are introduced to several women who have had successful careers in the construction industry. By learning about the background of these women, their personality traits and their physical and mental abilities, young women will be able to decide if this type of career is right for them.
**Suggested Use:** Career Development; Survey Course - Middle Level
**Other Use:** Electrical and Electronics; Horticulture

**Cool Careers for Girls Series** (Print-Non-Fiction). Please refer to the title: *Cool Careers for Girls in Construction.*

**Cool Jobs Series** (Video). Please refer to the title: *Construction.*

**Designing a Restaurant** (Video). Classroom Video (CVO), 1999. 22 min. No order number is required. ($79.00).

This video examines how a heritage building in Sydney, Australia was turned into a restaurant. The design and construction phase are dealt with as well as the work of putting together a functional kitchen. Although it is an Australian example, the principles remain the same for Canada.
**Suggested Use:** General
**Other Use:** Commercial Cooking; Interior Design; Tourism, Hospitality and Entrepreneurship

**Designing a Shop Project: Planning, Designing, and Costing in the Workshop** (Video). Classroom Video (CVO), 2002. 17 min. No order number is required. ($79.00).

(CAN) A youthful host explains the design process as the viewer follows two students who design, build and test two different CD racks. One student chooses a wooden rotating rack while the other decides on a plastic shelf. The video provides a good design process model for students to follow.
**Suggested Use:** Projects; Survey Course - Secondary Level
**Other Use:** Design Studies

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Drywall** (Print-Non-Fiction). Harris, W. Robert. American Technical Pubs., Inc. (NEL), 1997. 220 p. ISBN 0-8269-0716-4 ($40.25 hdc.). Instructor's Guide - ISBN 0-8269-0717-2 ($12.95 pbk.).

A plethora of information about drywalling is presented in this resource. Starting with a chapter on trade math, the book then goes on to discuss materials, tools, installation and finishing. Each chapter also contains a competency test. Photographs, drawings and tables are used throughout the text. A glossary and an index are included.
**Suggested Use:** Finishing

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. (**MGR**), 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**The Encyclopedia of Wood: A Tree-by-Tree Guide to the World's Most Versatile Resource** (Print-Non-Fiction). Walker, Aidan, ed. Facts On File, Inc. (ERD), 1989. 192 p. ISBN 0-8160-2159-7 ($44.95 hdc.).

This resource provides a fascinating look at the commercial use of over 150 of the world's most popular trees. The anatomy and life cycle of the trees are described, and an appreciation for the woods' beauty and uses is emphasized. There is a special section on deforestation and conservation along with a description of the process for turning a tree into a finished product. Each of the trees discussed has a half-page profile describing its range, appearance, properties and uses. Maps, line drawings and colour photographs are used throughout the text. An index and a glossary are included.
**Suggested Use:** Cabinetmaking; Wood Theory
**Other Use:** Forestry Studies

**Engineered Wood Products** (Video). Classroom Video (CVO), 2000. 22 min. No order number is required. ($79.00).

This program looks at how the trees from the

forest are turned into wood products such as particle board, melanie, fibreboard, plywood and laminate veneer. The manufacturing process for these products is followed from start to finish. The last part of the video looks at how these products are used in construction.
**Suggested Use:** Wood Theory
**Other Use:** Forestry Studies

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Exploring Woodworking: Fundamentals of Technology** (Print-Non-Fiction). Zimmerman, Fred W. and McWard, Larry J. Goodheart-Willcox Publisher (NEL), 1999. 235 p. ISBN 1-56637-484-7 ($46.36 hdc.). Instructor's Guide and Answer Key - ISBN 1-56637-486-3 ($7.96 pbk.).

This is an excellent resource to use with middle years students. The information is presented in an easy-to-understand format, and safety is highlighted throughout the text. The basics of wood properties, tools and procedures are covered. Colour photographs, detailed drawings, review questions and a list of suggested activities all make the resource very accessible for students. An index and a glossary are included.
**Suggested Use:** Cabinetmaking; Survey Course - Middle Level

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** Autobody; Electrical and Electronics; Mechanical and Automotive; Welding

**Fundamentals of Carpentry, Vol. 2: Practical Construction. 5th ed.** (Print-Non-Fiction). Durbahn, Walter E. and Sundberg, Elmer W. American Technical Pubs., Inc. (NEL), 1977. 522 p. ISBN 0-8269-0569-2 ($46.95 hdc.).

Considered a classic in the field, this resource will be appreciated by advanced students. All areas of house construction are covered, "from laying out the building lines to applying

the final interior finish." For this reason, classroom teachers will find it quite useful as a reference, even if the publication date is getting a little old. Questions for study and discussion are included at the end of each chapter. Photographs, drawings and tables are used throughout the text. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Glossary of Housing Terms Rev. ed.** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1997. 110 p. ISBN 0-660-16699-2 ($8.95 pbk.).

(CAN) As the title states, this is a glossary of more than 1200 up-to-date housing definitions. This revised edition includes more than 300 definitions to reflect current construction terminology. Several lined diagrams are used throughout the resource. This handy reference book complements the resource *Canadian Wood-Frame House Construction.*
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Housing

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound.).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf.).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003 : Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Homeowner's Inspection Checklist** (Print-Non-Fiction). Kesik, Ted. Canada Mortgage and Housing Corporation (CMHC), 2000. 107 p. ISBN 0-660-18236 ($19.95 pbk.).

(CAN) Intended for homeowners, this resource provides excellent information for students as well. In order to understand the basic maintenance and repair routines that are needed for a home, it is important to look at its construction elements. Topics such as cracks in the foundation walls, mold around windows, twisted door jams and poor drainage are all covered through charts and line drawings. Each problem with its corresponding causes and solutions are identified. The skill level needed for the repair is also presented.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Housing

**Homeowner's Manual** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1999. 167 p. No order number is required. ($39.95 binder).

(CAN) When the construction of a house is complete, this manual is the key to proper upkeep of the structure. The systems and components of a house are discussed, as is the maintenance of those systems. Some of the areas covered include the housing site, foundations, roofs, outside walls, doors and windows, heating and ventilation, plumbing and electrical systems. The expanded table of contents, three-ring binder format and illustrations make the resource very easy to use.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Housing

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($13.05 pbk.).

This resource is ideally suited to Middle Level PAA courses as it introduces the fundamentals of several subject areas within the same book. Within the first section, the concept of technology is discussed with an emphasis on its origins, careers, safety, computers and energy. In the following sections, overall technologies such as communication, production and transportation are examined. Each of these in turn looks at particular subject fields such as construction or photography. The resource is very student friendly as it uses many photographs, drawings, graphs, activities, questions and summaries. Overall, this is an excellent resource to use, provided that the information is supplemented with more detailed information from each of the disciplines. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level
**Other Use:** Design Studies; Drafting and Computer-Aided Design; Electrical and Electronics

**Keeping the Heat In. Rev. ed.** (Print-Non-Fiction). Natural Resources Canada (EMRC), 2000. 134 p. ISBN 0-662-28633-2 ($FREE).

(CAN) This excellent do-it-yourself resource provides very practical advice about how to increase the energy efficiency of a typical home. Following a general discussion about how the airflow within a home works, specific information is provided on roofs, attics, basements, walls, windows and doors. In each chapter, line drawings are used to illustrate how to fix common problems that allow for energy to escape from the home. An index is provided.

This resource is only available online at http://oee.nrcan.gc.ca/, Office of Energy Efficiency – National Resources Canada.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Housing

**Making Kitchen Cabinets: A Foolproof System for the Home Workshop** (Print-Non-Fiction). Levine, Paul. Taunton Pr., Inc. (PGW), 1988. 187 p. ISBN 0-918804-94-9 ($30.95 pbk.).

With the use of colour photographs, detailed drawings and step-by-step plans, the process

of cabinetmaking is brought to life in this resource. Starting with planning the kitchen, the book then looks at how to design the cabinets, what materials to use, how to build the cases and drawers, how to build the countertops and finally the installation of the cabinets. An index is included.
**Suggested Use:** Cabinetmaking

**Manual Handling** (Video). Safetycare Inc. (SCI) n.d., 10 min. ($220.00).

Manual handling is the movement of items by human energy. If not done properly, serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly, and how to avoid being injured.
**Suggested Use:** Safety
**Other Use:** Autobody; Electrical and Electronics; Horticulture; Machining; Mechanical and Automotive; Upholstery; Welding

**Mastering Woodworking Machines** (Print-Non-Fiction). Duginske, Mark. Taunton Pr., Inc. (PGW), 1992. 245 p. ISBN 0-942391-98-5 ($38.95 pbk.).

By taking a detailed look at the eight most common woodworking machines, students will gain more confidence with their use, set-up, maintenance and troubleshooting. Among the machines discussed are the table saw, radial-arm saw, bandsaw, planer, drill press and router. Once the skills of each machine have been learned, the knowledge can be applied to woodworking projects. Photographs and drawings are used throughout the text to reinforce the concepts being discussed. An index is included.
**Suggested Use:** Tools (Hand and Power)

**Modern Cabinetmaking** (Print-Non-Fiction). Umstattd, William D. and Davis, Charles W. Goodheart-Willcox Publisher (NEL), 2000. 912 p. ISBN 1-56637-503-7 ($74.80 hdc.).

For those schools stressing cabinetmaking, this resource provides an excellent overview. Each chapter starts with a list of objectives and important terms and concludes with a summary and review questions. In short detailed sections, the book leads the user through all the areas that a fine cabinetmaker, finish carpenter and millworker would need. Design, wood characteristics, tools, cutting, joining, turning, drawers and finish application are just a few of the many topics covered. The book is well illustrated with drawings and photographs. An index and a glossary are included.
**Suggested Use:** Cabinetmaking

**Modern Carpentry: Building Construction Details in Easy-to-Understand Form** (Print-Non-Fiction). Wagner, Willis H. and Smith, Howard Bud. Goodheart-Willcox Publisher (NEL), 2000. 797 p. ISBN 1-56637-569-X ($71.96 hdc.).

This resource provides complete coverage of the construction process for residential buildings. In every section, from preparing the site to footings, framing and finishing, the book uses excellent colour photographs and drawings to assist students in learning the required information. In addition to the general construction information, there are special sections on post-and-beam construction, passive solar construction, mechanical systems, scaffolding and careers. This is an excellent resource for high school use. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Modern Woodworking: Tools, Materials, and Processes** (Print-Non-Fiction). Wagner, Willis H. and Kicklighter, Clois E. Goodheart-Willcox Publisher (NEL), 2000. 644 p. ISBN 1-56637-618-1 ($61.56 hdc.).

With an emphasis on carpentry, this resource gives a good overview of most areas covered in the curriculum. The characteristics of wood, basic woodworking processes, the safe use of hand and power tools, cabinetmaking and basics of construction are all covered. There is a heavy use of photographs throughout the text. The reference section provides many tables and charts necessary for successful woodworking. An index and a

glossary are also included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**National Housing Code of Canada 1998 and Illustrated Guide. 1st ed.** (Print-Non-Fiction). National Research Council of Canada (SBU), 1998. ISBN 0-660-17653-X ($105.93 binder).

(CAN) This resource contains the necessary data that a person in the construction industry will need to meet the building code specifications in Saskatchewan and in Canada. The information within the binder applies to detached, semi-detached and row houses in which there is no dwelling unit above another. The 16 chapters cover everything from the start-up of a project to foundations, roofing, windows, insulation and interior finishes. The Saskatchewan section discusses the same codes, but relates them to the requirements of this province. Each component of the Saskatchewan section is also illustrated with several drawings. This is a very valuable resource for teachers who are intending to have their course articulate with SIAST at a Level 1 standing.
**Suggested Use:** General; Teacher Reference

**Opportunities in Carpentry Careers** (Print-Non-Fiction). Sheldon, Roger. (VGM Opportunities Series). VGM Career Horizons (MHR), 2000. 148 p. ISBN 0-8442-3408-7 ($21.95 hdc.). ISBN 0-8442-3424-9 ($17.95 pbk.).

By using this resource, students will be informed about the numerous specialties in the field, apprenticeship programs, trade schools, on-the-job safety concerns and current salary ranges. Because this is an American resource, it is necessary that students be made aware that the information can only be used in a general way, and they should follow up with a guidance counsellor to get detailed Canadian information. Many of the areas, however, will apply to Canadian students. Trying to decide if carpentry is the trade for them, weighing the advantages and disadvantages of a career in carpentry and choosing a speciality, will be universal in their appeal. A glossary is included.
**Suggested Use**: Career Development

**The Passive Solar House** (Print-Non-Fiction). Kachadorian, James. (Real Goods Independent Living Book Series). Chelsea Green Publishing (NIM), 1997. 210 p. ISBN 0-930031-97-0 ($34.95 pbk.).

(CAN) Designed for the beginner, as well as the expert, this resource will provide the answers needed for designing and building a solar house. The accompanying tables provide data for Canadian cities that will be useful when making decisions about the viability of solar houses in our climate. The many photographs, drawings and tables will take the readers through virtually any problem they may encounter. An index is included.
**Suggested Use:** General; Teacher Reference
**Other Use:** Housing

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required.

($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Autobody; Electrical and Electronics; Machining; Mechanical and Automotive; Welding

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Prescriptions for a Healthy House: A Practical Guide for Architects, Builders, & Homeowners Rev. & expanded 2nd ed.** (Print-Non-Fiction). Baker-Laporte, Paula Elliott, Erica and Banta, John. New Society Publishers (NSP), 2001. 315 p. ISBN 0-86571-434-7 ($36.95 pbk.)

(CAN) Interior environments are becoming more suspect as the cause of serious illnesses. This resource identifies the sources of indoor pollution and construction strategies for creating a healthy home. Detailed information is provided on site selection, the use of concrete, moisture control, openings, finishes, mechanical and electrical elements that could affect the health of a home. Line drawings and photographs are used throughout the book. An index is included.
**Suggested Use:** General; Teacher Reference
**Other Use:** Housing

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Real Goods Independent Living Book Series** (Print-Non-Fiction). Please refer to the titles: *The Passive Solar House* and *The Straw Bale House.*

**Residential Carpentry Framing Series** (Video). Meridian Education Corporation (MCI), 1998. 10 min. Order numbers follow. ($99.00).

Recommended titles in this series include the following:

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|---|---|
| *Residential Carpentry: Ceiling Framing* | Order no. 700328 |
| *Residential Carpentry: Floor Framing* | Order no. 700327 |
| *Residential Carpentry: Roof Framing* | Order no. 700326. |

At 10 minutes each, this series of excellent videos takes students step-by-step through the process of framing a house. Through the effective use of music, narration and review, these videos will be helpful in illustrating the framing process. A clear explanation of each step provides in-depth information while viewers see the process being done on a real construction site.
**Suggested Use:** Framing

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Electrical and Electronics; Mechanical and Automotive; Upholstery; Welding

**Safety First Series** (Video). Please refer to the title: *Safety First: Woodshop Safety*.

**Safety First: Woodshop Safety** (Video). (Safety First Series). Cambridge Educational (MCI), 1995. 30 min. Order no. 010110 ($119.00).

This video shows the proper way to operate the most widely used wood-working machines and examines special safety guards and practices specific for each tool. It also covers the most common hand tools and their proper applications. During the course of the video many questions about safety are posed and answers are provided. Because it is not tool specific, it will be useful for general shop safety.
**Suggested Use:** Safety

**Safety in the Workshop: Your Tools Are Out to Get You!** (Video). Classroom Video (CVO), 1998. 16 min. No order number is required. ($79.00).

In this video, an overview of safety tips is provided for tools and machines that are commonly used in wood or metals shops. Young men and women are used to demonstrate the proper techniques. There is also a general introduction to protective clothing. Machines such as wood and metal lathe, sanders, drill press, bandsaw and drill press are dealt with in some detail. The basic message is to identify the hazard, assess the risk and control the risk.
**Suggested Use:** Safety
**Other Use:** Machining

**Stair Layout** (Print-Non-Fiction). Badzinski, Stanley. American Technical Pubs., Inc. (NEL), 1996. 172 p. ISBN 0-8269-0701-6 ($34.50 pbk.).

Starting with the basics of stair terminology and design, this resource then goes on to give detailed step-by-step plans for building different types of stairs. Methods of determining stairwell length, headroom procedures, laying out stringers and different types of landings are all discussed. Each

section is well illustrated with line drawings, and various tables help to create a better understanding of the formulas used. An index and a glossary are included.
**Suggested Use:** Teacher Reference

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website This information is also accessible at the website http://www.15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Straw Bale Building: How to Plan, Design & Build With Straw** (Print-Non-Fiction). Magwood, Chris and Mack, Peter. New Society Publishers (NSP), 2000. 234 p. ISBN 0-86571-403-7 ($29.95 pbk.).

(CAN) This is an excellent resource that can provide students with an alternative view to housing and construction. Each procedure and technique is explained in clear and concise terms. Photographs and line drawings are used to illustrate each step of the process. Following an introduction to the basics of straw bale construction, the design and construction procedures are dealt with in detail. The book also includes a special focus on northern climates and how it influences the construction of straw bale buildings. An index is provided.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Housing

**The Straw Bale House** (Print-Non-Fiction). Steen, Athena, et al. (Real Goods Independent Living Book Series). Chelsea Green Publishing (NIM), 1994. 297 p. ISBN 0-930031-71-7 ($40.00 hdc.).

If teachers or their students are looking for a different type of construction project, this resource could provide that alternative. In a very thorough step-by-step fashion, the book offers all the information needed to construct a straw bale house. The first few chapters discuss the benefits and concerns people may have, while the rest of the book looks at the construction process. For the most part, the basic construction principles will be the same as for regular house construction. Photographs and drawings help to illustrate each step of the process. An index is included.
**Suggested Use:** General
**Other Use:** Housing

**Table Saw** (Video). Classroom Video (CVO), 2001. 23 min. No order number is required. ($79.00).

In this video, the proper and safe use of a table saw are shown in a clear and entertaining style. In addition to a strong emphasis on safety, the video discusses saw blades, selecting wood and several different types of cuts that can be made. Humour is used to convey the information, but it does not distract from the safety message or the content.
**Suggested Use:** Safety; Tools (Hand and Power)

**Trade Up!: Careers in Construction** (CD-ROM). Alberta Home Builders' Association

(AHBA), n.d. ISBN 0-9687567-0-0 ($25.00).

(CAN) Although this CD was developed for use in Alberta, it has some value for students in Saskatchewan. The virtual construction site allows students to see various stages of residential, commercial, industrial and road building projects. The career component outlines the skills required, a general job description and the salary range for 23 careers in construction. With each career, there is a mini-screen showing video of people talking about their jobs in the construction field. The CD offers a challenge where students, in order to build a house, have to hire the appropriate construction workers to complete each stage of the process.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration

**Understanding Construction Drawings. 3rd ed.** (Print-Non-Fiction). Huth, Mark W. and Wells, Walter. Delmar Publications (NEL), 2000. 378 p. ISBN 0-7668-1580-3 ($72.00 pbk.).

Reading and understanding blueprints for all construction-related trades is an essential component of the field. This book provides students with that opportunity. Residential and commercial drawings are given for different geographic areas of North America. The drawing package contains prints for four different buildings. Each unit in the text is composed of learning objectives, information, a progress checklist and assignments. Some of the areas covered include footings, drainage, windows, stairs, plumbing and electrical. Each of these areas is well illustrated with photographs and drawings. An index is included.
**Suggested Use:** Drafting
**Other Use:** Drafting and Computer-Aided Design

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curriclula

**VGM Opportunities Series** (Print-Non-Fiction). Please refer to the title: *Opportunities in Carpentry Careers.*

**Visual CADD** (CD-ROM). TriTools Partners (TTO), 2003. No order number is required. ($425.00 U.S.).

Visual CADD is an easy-to-use design and drafting program. Its features include layer function, automatic wall break, running snaps, multiple views and more. It includes hundreds of editable house plans and thousands of architectural, mechanical and electrical symbols. The manual provides information on all of the *Visual CADD* features.

This evaluation was based on Visual CADD 3.0. Please contact the publisher for the latest version and price. More information and a demo version can be found on the company's website at http://tritools.com/
**Suggested Use:** Drafting
**Other Use:** Clothing, Textiles and Fashion; Design Studies; Drafting and Computer-Aided Design

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview of Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is

recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Wood Magazine** (Periodical). Better Homes and Gardens Wood Magazine (BHW), 2000. Published 7 times a year - ISSN 0743-894X ($39.00 U.S.).

As the subtitle states, this is proclaimed as "the world's leading woodworking magazine." Nine times each year a new issue brings the reader many project ideas and useful tips on cabinetmaking. The colourful format and detailed drawings add to its appeal.
**Suggested Use:** Cabinetmaking; Projects; Survey Course - Middle Level; Survey Course - Secondary Level

**Wood Products** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order no. V724. Teacher's Guide for series - Order no. G712 ($8.49 spiral-bound).

This program from the second *Career Options for Women Series* features women working as sawmill production coordinators, composite technologists and craters. About one quarter of the workforce is women in the wood products industry in Canada (around 79 000 women). There are careers from mill processing jobs to fine finishing and cabinet making.

Supporting print is available from Media Group.
**Suggested Use:** Career Development

**Wood: Technology & Processes. 5th ed.** (Print-Non-Fiction). Feirer, John L. and Feirer, Mark D. Glencoe/McGraw-Hill (MHR), 2002. 591 p. ISBN 0-07-822411-X ($69.05 hdc.).

This resource begins with a 50-page "Woodworker's Handbook" that features colour photos of tools, equipment, fasteners, hardware and types of wood. It goes on to provide excellent instructions and illustrations for woodworking techniques and the proper use of tools and equipment, including safety tips, for each procedure. Each chapter ends with a summary, review questions and a real problem for students to solve. The book ends with instructions for 15 projects ranging from a tool holder to a patio table and bench. Although Metric measures are included in a chapter on measurement, inches and feet are used throughout. The American content will need to be supplemented with Canadian information.
**Suggested Use:** Cabinetmaking; Projects; Survey Course - Middle Level; Survey Course - Secondary Level; Tools (Hand and Power)

**Woodsmith** (Periodical). Woodsmith Corp. (WDS), Published bi-monthly - ISSN 0164-4114 ($41.00 U.S.).

*Woodsmith* is a classic in the field of carpentry and construction. Each bi-monthly publication contains several detailed plans. The projects described will usually be doable by students and can range from a lawn sign to a corner cabinet.
**Suggested Use:** Cabinetmaking; Projects; Survey Course - Secondary Level

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Advanced Wood Working** (Print-Non-Fiction). (Home Repair and Improvement Series). Saunders Book Company, 1997. 128 p. ISBN 0-7835-3912-6.

For a class that is getting into cabinetmaking, this resource will be very useful. The easy-to-follow format, excellent illustrations and the bound coil-ring format all make this resource user-friendly. The opening chapter looks at the properties of wood and the use of power and hand tools to safely turn rough lumber into finished boards. The fine art of joinery is covered as well as shaping by hand and machine. With more illustrations than text, students will be able to see precisely the techniques they are learning. An index is included.
**Suggested Use:** Cabinet Making; Survey Course - Middle Level; Survey Course – Secondary Level

**The Art of Woodworking Series** (Print-Non-Fiction). 144 p. Saunders Book Company, 1992-95. ISBNs follow.

Recommended titles in this series include the following:

| | |
|---|---|
| *Advanced Routing* | ISBN 0-8094-9541-4 |
| *Cabinetmaking* | ISBN 0-8094-9904-5 |
| *Encyclopedia of Wood* | ISBN 0-8094-9916-9 |
| *Portable Power Tools* | ISBN 0-8094-9908-8 |
| *Shop-Made Jigs and Fixtures* | ISBN 0-8094-9508-2 |
| *Wood Finishing* | ISBN 0-8094-9912-6 |
| *Wood Turning* | ISBN 0-8094-9900-2 |
| *Woodworking Machines* | ISBN 0-8094-9516-3. |

In this *Time-Life Series*, the basic skills of cabinetmaking are given in clear step-by-step fashion. The text is short and concise and complements the excellent drawings and photographs very well. There is an emphasis on the safe and proper handling of tools to accomplish the jobs described. This would be an excellent series to have for quick reference. An index and a glossary are included in each resource.
**Suggested Use:** Cabinetmaking; Survey Course - Secondary Level; Tools (Hand and Power)

**AutoCAD Essentials: An Unintimidating Introduction to AutoCAD and AutoCAD LT** (Print-Non-Fiction). Fane, Bill. Addison-Wesley Longman, Inc., 1995. 214 p. ISBN 0-201-40909-7.

For people who want a quick guide to problem solving AutoCAD difficulties, this volume will provide most of the answers. It could ideally be left at a workstation for quick reference. Each chapter includes several short descriptions of key commands. For example, in the chapter on "drawing aids" there is information on grid, snap, blips and highlight. The illustrations help with gaining confidence in creating two-dimensional drawings. An index is included.
**Suggested Use:** Drafting
**Other Use:** Design Studies; Drafting and Computer-Aided Design; Housing; Interior Design

**Basic Carpentry. 3rd ed.** (Print-Non-Fiction). Sunset Books, 1995. 112 p. ISBN 0-376-01580-2.

In a short well-illustrated format, this resource provides the basic information needed to construct a house. Some of the general areas include the various tools and their use, the properties of wood, the materials needed on a job site, framing and finishing. Within these general areas are two-to-four page spreads that give key information on particular areas of construction such as shaping tools, choosing lumber, wall framing or basic stairways. Excellent drawings and photographs are found on each page. It will be very useful for survey courses where a basic introduction is needed. An index and a

glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**How to Build Almost Anything Starting With Practically Nothing** (Print-Non-Fiction). Russell, Mike and Russell, Carolyn. Camden House Publishing, 1993. 175 p. ISBN 0-921820-77-1.

(CAN) For beginners who are unsure of their abilities, this resource will prove to be very useful. Basic skills and practical tips are given in several areas such as setting up a workshop, using the essential tools, wood properties, finishes and basic joinery. In addition to this, there are 25 project ideas given. These range from building shelving units to frame construction. Detailed drawings are used to assist with building the projects. An index is included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**The Illustrated Home Series** (Print-Non-Fiction). Carson, Alan and Dunlop, Robert. Stoddart Publishing Co. Ltd, 2000.

Recommended titles in this series include the following:

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|---|---|
| *Electrical, Plumbing, Insulation and the Interior* | ISBN 0-7737-6147-0 |
| *Heating and Air Conditioning* | ISBN 0-7737-6146-2 |
| *Structure, Roofing and the Exterior* | ISBN 0-7737-6145-4. |

(CAN) Using a series of detailed drawings and plans, this series of books clearly points out the problems that may arise with a home and how to fix them. Topics such as cedar shingle application, window installation, beam rotation and location of electrical outlets are shown. The books are an excellent resource in several courses.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Drafting and Computer-Aided Design; Housing

**Inspecting a House: A Guide for Buyers, Owners, and Renovators. 2nd rev. ed.** (Print-Non-Fiction). Carson, Alan and Dunlop, Robert. Stoddart Publishing Co. Ltd., 1999. 200 p. ISBN 0-7737-6037-7.

(CAN) Aimed at prospective homebuyers, this resource can also be useful to the construction student. By discussing how to decide if a house is in good condition, students can see the end result of their work. Areas such as the exterior and interior structure of a house are covered as well as the heating, electrical and plumbing systems. If students can see where the potential problems may arise, they can then understand the importance of the construction work they are learning. An index and a

glossary are included.
**Suggested Use:** General; Teacher Reference
**Other Use:** Housing

**Working With Wood** (Print-Non-Fiction). (Home Repair and Improvement Series). Time-Life Publishing, 1997. 128 p. ISBN 0-7835-3911-8.

With excellent drawings supporting a step-by-step process, this resource will be of great value for introductory courses in construction and carpentry. The basics of wood and how to cut it, drilling, cutting mortises, dadoes, rabbets, using biscuits and traditional joinery are just some of the areas covered. The basic tools, from hammers to radial-arm saws, are also covered with excellent drawings illustrating the key points. With a bound coil-ring format, the book is very easy to use at a desk or workbench. An index is included.
**Suggested Use:** General; Survey Course - Secondary Level

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Construction and Carpentry 10, 20, 30. Before choosing to purchase any resources, it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other construction and carpentry resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Architectural Drafting & Design. 4th ed.** (Print-Non-Fiction). Jefferis, Alan and Madsen, David. Delmar Publications (NEL), 2001. 954 p. ISBN 0-7668-1546-3 ($103.50 hdc.). Workbook - ISBN 0-7668-1548-X ($36.50 pbk.). Solutions Manual - ISBN 0-7668-2860-3 ($26.50 pbk.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Canadian Wood-Frame House Construction. Rev. ed.** (Print-Non-Fiction). Kesik, Ted and Lio, Michael. Canada Mortgage and Housing Corporation (CMHC), 1998. 303 p. ISBN 0-660-17294-1 ($25.95 pbk.).

**Carpentry. 3rd ed.** (Print-Non-Fiction). Lewis, Gaspar and Vogt, Floyd. Delmar Publications (NEL), 2001. 948 p. ISBN 0-7668-1081-X ($72.35 hdc.). Instructor's Resource Guide - ISBN 0-7668-1083-6 ($39.85 pbk.).

**Carpentry and Building Construction. 5th ed.** (Print-Non-Fiction). Feirer, John L., Hutchings, Gilbert R. and Feirer, Mark D. Glencoe/McGraw Hill (MHR), 1997. 978 p. ISBN 0-02-8386699-X ($86.40 hdc.). Instructor's Resource Guide - ISBN 0-02-838700-7 ($133.95 pbk.). Student Workbook - ISBN 0-02-838701-5 ($18.95 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

**Exploring Woodworking: Fundamentals of Technology** (Print-Non-Fiction). Zimmerman, Fred W. and McWard, Larry J. Goodheart-Willcox Publisher (NEL), 1999. 235 p. ISBN 1-56637-484-7 ($46.36 hdc.). Instructor's Guide and Answer Key - ISBN 1-56637-486-3 ($7.96 pbk.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-

831278-3 ($13.05 pbk.).

**Mastering Woodworking Machines** (Print-Non-Fiction). Duginske, Mark. Taunton Pr., Inc. (PGW), 1992. 245 p. ISBN 0-942391-98-5 ($38.95 pbk.).

**Modern Cabinetmaking** (Print-Non-Fiction). Umstattd, William D. and Davis, Charles W. Goodheart-Willcox Publisher (NEL), 2000. 912 p. ISBN 1-56637-503-7 ($74.80 hdc.).

**Modern Woodworking: Tools, Materials, and Processes** (Print-Non-Fiction). Wagner, Willis H. and Kicklighter, Clois E. Goodheart-Willcox Publisher (NEL), 2000. 644 p. ISBN 1-56637-618-1 ($61.56 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK  S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Construction** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6845. Teacher's Guide for series - Order no. G6843 ($8.25 loose-leaf).

**Construction** (Video). (Cool Jobs Series). McIntyre Media Inc. **(MGR)**, 2002. 30 min. Dup. order no. V1009.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Wood Products** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Order no. V724. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Canadian Construction Association*
http://www.cca-acc.com/

*Canadian Home Workshop*
http://www.canadianhomeworkshop.com

*CMHC: Home to Canadians*
http://www.cmhc-schl.gc.ca/

*Community Eco-Design Network*
http://www.cedn.org/

*Construction Information Sources*
http://ctca.unb.ca/CTCA/Sources/

*Construction Specifications Canada*
http://www.csc-dcc.ca/

*Cyber Woodworking Depot*
http://www.toolcenter.com/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Fine Woodworking Online*
http://www.taunton.com/finewoodworking/index.asp

*Green Building Information*
http://greenbuilding.ca/GBIC.htm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Internet Woodworking.com*
http://www.internetwoodworking.com/w5/wood.html/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Office of Energy Efficiency - Natural Resources Canada-*
http://oee.nrcan.gc.ca/

*Popular Woodworking*
http://www.popularwoodworking.com

*Portland Cement Association*
http://www.portcement.org/index.asp

*Ready for Work*
http://www.readyforwork.sk.ca

*Regina Construction Association*
http://www.rcaonline.ca

*Regina Women's Construction Co-operative Ltd.*
http://www3.sk.sympatico.ca/saskwitt/index.html

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Woodworking Magazines*
http://www.woodnet.net/main/woodwork.html

*Woodworking Plans on the Web*
http://www.plansnow.com/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Cabinetmaking

Advanced Wood **(Out of Print Section)**
The Art of Wood **(Out of Print Section)**
The Canadian Home Workshop
The Encyclopedia of Wood: A Tree-by-Tree
Exploring Woodworking: Fundamentals of
Making Kitchen Cabinets: A Foolproof
Modern Cabinetmaking
Wood Magazine
Wood: Technology & Processes
Woodsmith

### Career Development

Blueprint for Life/Work Designs
Construction (Career Options . . . Series)
Construction (Cool Job Series)
The Construction Industry: Processes
Cool Careers for Girls in Construction
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Opportunities in Carpentry Careers
Step Into the World of Workplace Learning: A
Trade Up!: Careers in Construction
Wood Products

### Concrete

Concrete Formwork

### Drafting

Architectural Drafting & Design
Architecture: Residential Drawing and Design
AutoCAD Essentials **(Out of Print Section)**
Building Trades Printreading - Part 1
Building Trades Printreading - Part 2
Building Trades Printreading - Part 3
Understanding Construction Drawings
Visual CADD

### Finishing

Drywall

### Framing

Basic House Framing Series
Residential Carpentry Framing Series

### General

Basic Carpentry **(Out of Print Section)**
Building Solutions: A Problem Solving Guide
Building Trades Dictionary Canadian Home
Builders' Association
Canadian Wood-Frame House Construction
Carpentry (Koel)
Carpentry (Lewis)
Carpentry and Building Construction
Carpentry & Construction
Construction and the Environment
Designing a Restaurant
Fundamentals of Carpentry, Vol. 2
Glossary of Housing Terms
Homeowner's Inspection Checklist
Homeowner's Manual
How to Build Almost **(Out of Print Section)**
The Illustrated Home **(Out of Print Section)**
Inspecting a House: A **(Out of Print Section)**
Introduction to Technology
Keeping the Heat In
Modern Carpentry: Building Construction
Modern Woodworking: Tools, Materials,
National Housing Code of Canada 1998 and
The Passive Solar House
Prescriptions for a Healthy House
Straw Bale Building: How to Plan, Design &
The Straw Bale House
Working With Wood **(Out of Print Section)**

### Projects

The Canadian Home Workshop
Designing a Shop Project: Planning
Wood Magazine
Wood: Technology & Processes
Woodsmith

### Safety

Construction Safety Training System
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Manual Handling
Moving Online…More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Safety First: Woodshop Safety
Safety in the Workshop: Your Tools Are
Table Saw
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Advanced Wood **(Out of Print Section)**
Basic Carpentry **(Out of Print Section)**
Cool Careers for Girls in Construction
Designing a Shop Project: Planning,
Exploring Woodworking: Fundamentals of
Glossary of Housing Terms
Helping Solve the **(Out of Print Section)**
Homeowner's Inspection Checklist
Homeowner's Manual
How to Build Almost **(Out of Print Section)**
Introduction to Technology
Keeping the Heat In
Modern Woodworking: Tools, Materials,
Wood Magazine
Wood: Technology & Processes

### Survey Course - Secondary Level

Advanced Wood **(Out of Print Section)**
The Art of Wood **(Out of Print Section)**
Basic Carpentry **(Out of Print Section)**
Building Solutions: A Problem Solving Guide
Canadian Home Workshop: The
Canadian Wood-Frame House Construction
Carpentry (Koel)
Carpentry (Lewis)
Carpentry and Building Construction
Carpentry & Construction
Construction and the Environment
Designing a Shop Project: Planning
Glossary of Housing Terms
Helping Solve the **(Out of Print Section)**
Homeowner's Inspection Checklist
Homeowner's Manual
How to Build Almost **(Out of Print Section)**
The Illustrated Home **(Out of Print Section)**
Keeping the Heat In
Modern Woodworking: Tools, Materials,
Straw Bale Building: How to Plan, Design &
Wood Magazine
Wood: Technology & Processes
Woodsmith
Working With Wood **(Out of Print Section)**

### Teacher Reference

Blueprint for Life/Work Designs
Building Trades Dictionary
The Canadian Renewable Energy Guide
Concrete Formwork
The Construction Industry: Processes
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Fundamentals of Carpentry, Vol. 2
Inspecting a House: A **(Out of Print Section)**
Modern Carpentry: Building Construction
National Housing Code of Canada 1998 and
The Passive Solar House
Prescriptions for a Healthy House
Stair Layout
Step Into the World of Workplace Learning: A

### Tools (Hand and Power)

The Art of Wood **(Out of Print Section)**
Mastering Woodworking Machines
Table Saw
Wood: Technology & Processes

### Wood Theory

The Encyclopedia of Wood: A Tree-by-Tree
Engineered Wood Products

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**

High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Construction Safety Training System
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*
Trade Up!: Careers in Construction
Visual CADD

### Periodical

The Canadian Home Workshop
Wood Magazine
Woodsmith

### Print-Non-Fiction

Advanced Wood **(Out of Print Section)**
Architectural Drafting & Design
Architecture: Residential Drawing and Design
The Art of Wood **(Out of Print Section)**
AutoCAD Essentials: **(Out of Print Section)**
Basic Carpentry **(Out of Print Section)**
Blueprint for Life/Work Designs
Building Solutions: A Problem Solving Guide
Building Trades Dictionary
Building Trades Printreading - Part 1
Building Trades Printreading - Part 2
Building Trades Printreading - Part 3
Canadian Home Builders' Association
The Canadian Renewable Energy
Canadian Wood-Frame House Construction
Carpentry (Koel)
Carpentry (Lewis)
Carpentry and Building Construction
Carpentry & Construction
Concrete Formwork
Construction and the Environment
The Construction Industry: Processes,
Cool Careers for Girls in Construction
Drywall
Employability Skills Toolkit for the Self
The Encyclopedia of Wood: A Tree-by-Tree
Exploring Woodworking: Fundamentals
Fundamentals of Carpentry, Vol. 2
Glossary of Housing Terms
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Homeowner's Inspection Checklist
Homeowner's Manual
How to Build Almost **(Out of Print Section)**
The Illustrated Home **(Out of Print Section)**
Inspecting a House: A **(Out of Print Section)**
Introduction to Technology
Keeping the Heat In
Making Kitchen Cabinets: A Foolproof
Mastering Woodworking Machines
Modern Cabinetmaking
Modern Carpentry: Building Construction
Modern Woodworking: Tools, Materials,
National Housing Code of Canada 1998 and
Opportunities in Carpentry Careers
The Passive Solar House
Prescriptions for a Healthy House
Stair Layout
Step Into the World of Workplace Learning: A
Straw Bale Building: How to Plan, Design &
The Straw Bale House
Understanding Construction Drawings
Wood: Technology & Processes
Working With Wood **(Out of Print Section)**

### Kit

Ready for Work

### Video

Basic House Framing Series
Construction (Career Options . . . Series)
Construction (Cool Job Series)
Designing a Restaurant
Designing a Shop Project: Planning
Don't Risk Your Life
Dying to Work
Engineered Wood Products
Eye Protection: The Humorous Approach
Manual Handling
Personal Protective Equipment
Portable Extinguishers
Residential Carpentry Framing Series
Safety Care Series
Safety First: Woodshop Safety
Safety in the Workshop: Your Tools Are

Table Saw
Understanding Hazards and Risks
WHMIS
Wood Products

# Design Studies 10, 20

## Titles and Descriptions

**Active Learning Series** (Print-Non-Fiction). Please refer to the title: *Structures Too!*

**Applying AutoCAD: A Step-by-Step Approach for AutoCAD Release 14. 8th ed.** (Print-Non-Fiction). Wohlers, Terry T. Glencoe/McGraw-Hill (MHR), 1998. 902 p. ISBN 0-02-667636-2 ($93.95 pbk.). Instructor's Guide - ISBN 0-02-667637-0 ($65.95 pbk.).

Although this resource has been written specifically for Release 14 of AutoCAD, the principles and concepts can be applied to most versions. Designed for new users, the step-by-step instructions take the student from introductory to advanced levels of operation. The expanded table of contents easily leads students to the areas where they need assistance. Topics such as applying line and polygon commands, using grid and snap, file maintenance, isometrics and digitizing hard-copy drawings are covered in a very easy-to-follow format. Each chapter ends with several challenging problems. An index and a glossary are included.

The instructor's guide contains several teaching strategies and transparency masters.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Drafting and Computer-Aided Design

**Architectural and Interior Design** (Video). Classroom Video (CVO), 1988. 30 min. No order number is required. ($69.00).

While visiting an architect's office, the viewer learns about the design process, design restraints and design presentations. This program touches on the preservation of historical buildings and provides insight into the process of designing a large building.
**Suggested Use:** General

**Architecture: Drafting and Design. 7th ed.** (Print-Non-Fiction). Hepler, Donald E., Wallach, Paul Ross and Hepler, Dana J. Glencoe/McGraw Hill (MHR), 1998. 800 p. ISBN 0-02-637067-0 ($100.95 hdc.). Student Workbook - ISBN 0-02-637069-7 ($34.95 pbk.). Teacher's Resource Binder - ISBN 0-02-637068-9 ($150.95).

The purpose of this comprehensive text is to provide students with the fundamental skills and concepts necessary for architectural planning, designing and drawing. Each of the 39 chapters is well organized with stated learning objectives, vocabulary terms and student-centred exercises. The numerous floor plans, charts, coloured photographs and oversized text make this a very friendly resource. Math and science connections are presented throughout the text. A "Careers in Architecture" feature is included in related chapters. This book contains a table of contents, appendices of basic mathematical calculations, architectural abbreviations, architectural synonyms, a glossary and an index.

The student workbook and the teacher's resource binder provide excellent complementary information.
**Suggested Use:** Design Drafting Fundamentals; General; Survey Course - Secondary Level
**Other Use:** Drafting and Computer-Aided Design; Housing

**AutoCAD 2000: Visual JumpStart** (Print-Non-Fiction). Frey, David. Sybex, Inc. (FIR), 2000. 256 p. ISBN 0-7821-2777-0 ($29.95 pbk.).

As AutoCAD becomes the accepted standard for computer-aided design programs, it is essential to have resources that will introduce students to the basics in an easy-to-use format. This resource takes an excellent approach to level out the learning curve so the many features of AutoCAD will not

intimidate students. Screen shots and line drawings are combined with a step-by-step layout to take students through topics such as understanding how the commands work, drawing, editing, using object snaps, creating layers and putting dimensions on a drawing. An index and a glossary are included.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Drafting and Computer-Aided Design; Photographics/Graphic Arts

**AutoSketch** (CD-ROM). Autodesk, Inc. (TPU), 1999. No order number is required. ($101.12 single seat). Lab Pack - 5 seat ($288.00).

This is a precision drawing tool for creating accurate drawings with power and flexibility. It is useful for engineering and architectural drawings, floor plans, interior design drawings, maps and business graphics. The features of this program are quite extensive and would serve as an inexpensive alternative to the major programs. The needs of most students are met through features such as dimensioning, 3D, AutoSnap and auto array.

This evaluation was based on the 1999 edition. Please check with the company for the latest edition.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Drafting and Computer-Aided Design; Interior Design

**Basic Visual Concepts and Principles for Artists, Architects, and Designers** (Print-Non-Fiction). Wallschlaeger, Charles and Busic-Snyder, Cynthia. Brown & Benchmark (MHR), 1992. 527 p. ISBN 0-697-00651-4 ($106.95 pbk.).

This resource presents a very thorough analysis of visual communication. The intent is to provide students with a process-orientated approach to learning the visual language–that is, the theories, concepts and skills used in creating form. This detailed text includes lessons that are reinforced with exercises that help students apply the various concepts. Many detailed drawings and photographs are interspersed throughout the book. Each chapter contains an outline, objectives and a glossary. This resource would suit students working on independent projects at an advanced level. It includes an expanded table of contents and an index.
**Suggested Use:** Design CAD Fundamentals; Design Drafting Fundamentals; Sketching and Drawing Fundamentals
**Other Use:** Drafting and Computer-Aided Design; Photographics/Graphic Arts

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre, (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses. In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.*

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Brick Layers: Creative Engineering With LEGO Constructions** (Print-Non-Fiction). Erickson, Sheldon, Seymour, Tom and Suey, Martin. AIMS Education Foundation (SES), 1996. 145 p. Order no. 20152 ($35.95 pbk.).

The activities in this manual explore simple machines and structures using LEGO® components. The activities give students the

opportunity to explore the areas of mechanical and structural engineering. Most of the projects are very structured with a set of directions and expected outcomes. The content is useful for warm-up design exercises. The motor-skill activities combine with basic science and extend to mathematical and engineering applications. This resource includes numerous black-and-white drawings, cartoon sketches and a table of contents.
**Suggested Use:** Design CAD Fundamentals; Design Process; Modeling; Survey Course - Secondary Level

**Bridges** (Print-Non-Fiction). Oxlade, Chris. (Superstructures Series). Raintree Steck-Vaughn Company (SBC), 1997. 48 p. ISBN 0-8172-4331-3 ($32.40 hdc.).

This visually rich resource includes information on the various types of bridges, their components and step-by-step construction visuals. The large print and bolded headings make this a suitable book for students working at the Middle Level. Included in this interesting resource are a table of contents, a brief glossary and an index.
**Suggested Use:** Cultural/Historical; Design CAD Fundamentals; Survey Course - Middle Level

**Building Big** (Print-Non-Fiction). Macaulay, David. Houghton Mifflin Company (ALL), 2000. 192 p. ISBN 0-395-96331-1 ($35.00 hdc.).

This book is a companion to the PBS series of the same title. In sketches and engaging text, Macaulay deconstructs the design and engineering features that make each of the dams, domes, bridges, tunnels and skyscrapers so fascinating. Various views of the structures are presented (cross section, detailed study and elevation) to present the material in an easy to understand and appealing manner. The videos and the book can be used independently, but together they offer a highly entertaining, informative glimpse at some of construction's greatest stories. A glossary is appended.

Note: See the following annotation for a description of companion videos.
**Suggested Use:** Cultural/Historical; Design CAD Fundamentals
**Other Use:** Arts Education: Grades 1 to 5; Arts Education: Grades 6 to 9; Arts Education: Secondary Level; Science: Grades 6 to 9

**Building Big With David Macaulay** (Video). WGBH Boston (KIN), 2000. 60 min. Order no. 1927/2155 ($159.95 set).

Recommended titles in this series include the following:

*Bridges*
*Dams*
*Domes*
*Skyscrapers*
*Tunnels.*

This set of five videos explores and pays tribute to some of the world's most impressive architecture and engineering feats. Each video is hosted and narrated by David Macaulay and focuses on a particular type of structure by highlighting international examples. The videos are filmed on location, using detailed historical and modern footage and stills, dramatic reenactments, animation and Macaulay's own on-camera sketches. Each video ends with a "Building Small" segment, in which viewers are challenged to build a model of a structure. An accompanying 40-page activity guide contains suggestions for projects suitable for individuals and groups.

Note: This set of videos has a companion book entitled *Building Big* (see previous annotation).
**Suggested Use:** Cultural/Historical; Design CAD Fundamentals
**Other Use:** Arts Education: Grades 1 to 5; Arts Education: Grades 6 to 9; Arts Education: Secondary Level; Science: Grades 6 to 9

**Building Canada** (Print-Non-Fiction). Shemie, Bonnie. Tundra Books Inc. (RAN), 2001. unp. ISBN 0-88776-504-1 ($22.99 hdc.).

(CAN) Although aimed more at the Middle Level grades, this resource provides an excellent visual history of Canada's building styles. The influence of Canada's environment and multiculturalism is very evident in the nations' architecture. The colourful drawings depict each of the major styles and influences. A timeline and a glossary are included.
**Suggested Use:** Cultural/Historical; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Housing

**By Design: Technology Exploration & Integration** (Print-Non-Fiction). Metropolitan Toronto School Board. (Teachers Helping Teachers Series). Trifolium Books Inc. (FHW), 1996. 166 p. ISBN 1-895579-78-3 ($29.95 pbk.).

(CAN, I/M) This excellent resource demonstrates how students can use an integrated, activity-based approach to incorporate technology into the curriculum. The activities are suitable for students working at the Middle Level. The process of designing encourages technological literacy and creative thinking. Each of the one-page activities is divided into the following steps: problem, investigating, choose and construct, and evaluating your design. The teacher's notes provide ideas for variations and extensions. A "Safety First" component is described with each activity. Black-and-white drawings accentuate the text. Included are a table of contents and an appendix that contains various support ideas for teachers.
**Suggested Use:** Design CAD Fundamentals; Design Process; Modeling; Survey Course - Middle Level
**Other Use:** Science: Grades 6 to 9

**CADD (Computer-Aided Drafting and Design)** (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 12 min. Order no. 700307 ($109.00).

In this short video, students will be able to see how the computer has changed the design and drafting process. Whenever a new product is built, it begins with a computer operator using CADD software. The properties of CADD are defined and the different CADD applications are discussed.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Drafting and Computer-Adided Design

**CADD Primer: A General Guide to Computer Aided Design and Drafting - CADD, CAD** (Print-Non-Fiction). Duggal, Vijay. Mailmax Publishing (MMX), 1999. 206 p. ISBN 0-9629165-9-5 ($32.95 U.S. pbk.).

Computer Aided Design and Drafting (CADD) is an essential element of drafting. This resource introduces the common principles of CADD that apply to all software packages, whether it is AutoCAD, MicroStation or Cadkey. Rather than being a how-to book, the resource is primarily useful as a reference to key principles. Information can be learned about topics such as drawing dimensions, zoom in and zoom out, erasing drawings, 3D modelling and plotting. Each topic has several line drawings and uses clear and concise writing. An index is included.
**Suggested Use:** Design CAD Fundamentals; Survey Course - Secondary Level
**Other Use:** Drafting and Computer-Aided Design

**D & T Challenges** (Print-Non-Fiction). Hodder & Stoughton Educational (BHU), 1997. 128 p. ISBN 0-340-63929-6 ($24.95 pbk.). Teacher's Resource - ISBN 0-340-63926-1 ($74.95 coil-bound).

As part of the Royal College of Art schools technology project, this resource is aimed at improving the level of design studies education in British schools. The book and teacher's guide however, are very suitable to Saskatchewan schools. The book contains 12 challenges in design, from creating a new bread product and children's books to designing a jacket for students to use during outdoor activities. Each challenge is laid out in step-by-step fashion with excellent photographs and drawings to help students with the design process. An index is included.

The teacher's resource provides in-depth information on progression, case studies, enrichment activities and product evaluation.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Design & Drawing: An Applied Approach** (Print-Non-Fiction). Shadrin, Richard L. Davis Publications, Inc. (FHW), 1992. 178 p. ISBN 0-87192-243-6 ($53.95 hdc.).

This book explores the dynamics of the design process from concept to product. It stresses the need for artists to understand technology and attempts to forge a stronger bond between art and technology. The concepts are reinforced through 12 challenges that invite students to use their critical and creative thinking skills to solve drawing and design problems. It provides numerous visuals, mostly in black-and-white. Included are biographies of designers, a table of contents, a bibliography and an index.
**Suggested Use:** Design Process; Sketching and Drawing Fundamentals
**Other Use:** Arts Education: Secondary Level

**Design and Technology System** (Print-Non-Fiction). Moore, Nancy. Exclusive Educational Products (EEP), 1994. 92 p. Order no. 0055 ($39.95 binder).

(CAN) The information in this easy-to-follow resource binder links the principles of math and science to technology. Its emphasis is to involve students in the design process through open-ended problem solving. Some of the topics covered include simple machines, hydraulics, air power, gravity and pneumatics. Each of the 24 design challenges includes teacher notes with suggestions for extensions. This resource offers numerous black-and-white drawings and a table of contents.
**Suggested Use:** General; Survey Course - Middle Level

**Design Assignments** (Print-Non-Fiction). Nicholls, Jeff. Bacon & Hughes Ltd. (BHU), 1997. unp. ISBN 1-896804-09-8 ($49.95 coil-bound).

Divided into five sections, this coil-bound resource poses 60 design problems. Students are then encouraged to create a solution for each of them. In the household section, some of the problems include an automatic petfood meter, a bath overflow warning device and an instrument for removing pet fur from carpets. The leisure section has such offbeat design problems as developing a domino holder for someone with a broken arm or estimating the life of a battery for cavers. Each assignment is on one page and is meant to be used as a handout, with space for student information and evaluation. The cartoon drawings add to the tongue-in-cheek approach. The teacher section provides several important tips for each assignment.
**Suggested Use:** Design Process; Survey Course - Middle Level; Survey Course - Secondary Level

**Design Drawing. 2000 ed.** (Print-Non-Fiction). Lockard, William Kirby. Norton, W.W., & Co. (CDS), 2001. 288 p. ISBN 0-393-73040-9 ($65.00 pbk.).

While computer-aided drafting appears to have made drawings obsolete, the expanding use of computers has actually helped to define what type of drawings are still worth learning. This resource concentrates on learning the skills of quick, freehand, conceptual sketches and on creating a freehand layer of drawing that can be combined with computer drawing. Perception, conception, representation, perspective and combining hand drawing with digital are the main sections. An index is provided.
**Suggested Use:** Sketching and Drawing Fundamentals
**Other Use:** Drafting and Computer-Aided Design; Interior Design

**Design Drawing Experiences. 2000 ed.** (Print-Non-Fiction). Lockard, William Kirby.

Norton, W.W., & Co. (CDS), 2000. 143 p. ISBN 0-393-73041-7 ($48.99 pbk.).

The 60 exercises in this book are designed to help students learn the various drawing procedures and skills. While students may understand the technical aspects for laying out perspectives and casting shadows, this resource will help them add figures, furniture and other materials freehand. The key sections deal with orthographic drawing, perspective, drawing entourage, placing materials, shadow-casting and direct-perspective layout. The procedures are broken down into easily understood steps and are very well illustrated.
**Suggested Use:** Sketching and Drawing Fundamentals
**Other Use:** Drafting and Computer-Aided Design; Interior Design

**Design Graphics: Drawing Techniques for Design Professionals** (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 ($41.61 pbk.).

Intended as an introductory book, this resource shows simple techniques and skills related to sketching and design development. Through its presentation the user can see the importance of maintaining hand drawings as an important skill. In the age of CAD, the author has shown that the skill of hand drawing can coexist with the new technology. Divided into three sections, the key areas of emphasis are sketching, design drawing and the drawing process. Each component of the main sections is very well illustrated with line drawings.
**Suggested Use:** Sketching and Drawing Fundamentals; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Drafting and Computer-Aided Design; Photographics/Graphic Arts

**Design Modelling: Visualising Ideas in 2D and 3D** (Print-Non-Fiction). Bairstow, John, Barber, Robert and Kenny, Marilyn. Hodder & Stoughton Educational (BHU), 1999. 128 p. ISBN 0-340-66339-1 ($24.95 pbk.).

Elements of design studies, graphic arts and drafting are presented in this book. Its focus is to explore the variety of methods used to develop design ideas. From this perspective, information is relayed in a very visual manner to show how ideas are generated, developed and presented. The case studies related to these design projects illustrate the importance of the graphic artist. Photographs and drawings are used to highlight each key point being discussed. An index and a glossary are included.
**Suggested Use:** Design Drafting Fundamentals; Design Process; Modeling; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Arts Education: Secondary Level; Drafting and Computer-Aided Design; Photographics/Graphic Arts

**Design Series** (Video). Learning Zone Express (KIN), 2000. 19 min. each. Order numbers follow. ($129.95).

Recommended titles in this series include the following:

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|---|---|
| *Design I: The Elements* | Order no. 3314/1290 |
| *Design II: The Principles* | Order no. 3315/1290. |

These two videos profile the elements that are common to all aspects of design. Line, shape, colour and texture are examined and applied to areas such as clothing and housing.
**Suggested Use:** General
**Other Use:** Housing; Interior Design

**Design Technology: Children's Engineering** (Print-Non-Fiction). Dunn, Susan and Larson, Rob. The Falmer Press (TAF), 1990. 176 p. ISBN 1-85000-590-7 ($47.95 pbk.).

This resource centres on the design technology process as it relates to children's learning. This process can be divided into four major categories: investigation, invention, implementation and evaluation. The author states that this child-centred approach leads to meaningful learning. Included are a table of contents and

numerous coloured photographs of student-designed projects.
**Suggested Use:** Design CAD Fundamentals; Design Process

**Designing a Shop Project: Planning, Designing, and Costing in the Workshop** (Video). Classroom Video (CVO), 2002. 17 min. No order number is required. ($79.00).

(CAN) A youthful host explains the design process as the viewer follows two students who design, build and test two different CD racks. One student chooses a wooden rotating rack while the other decides on a plastic shelf. The video provides a good design process model for students to follow.
**Suggested Use:** Design Process; Survey Course - Secondary Level
**Other Use:** Construction and Carpentry

**Designing Interiors** (Print-Non-Fiction). Kilmer, Rosemary and Kilmer, W. Otie. Harcourt Canada Ltd. (NEL), 1992. 642 p. ISBN 0-03-032233-2 ($103.00 hdc.).

This book provides a comprehensive overview of the fundamental knowledge required for the education of an interior designer. Part One explores the historical and theoretical bases of design. Part Two provides an in-depth look at planning residential and commercial spaces. Part Three addresses the relationships and influences of the interior and exterior environments. Part Four examines materials used for building and finishing interior spaces. Part Five includes information on the equipment, furniture and furnishings used in interior spaces. Part Six concludes with aspects of the professional practice and the various ways designers communicate (e.g., drawings, models, photographs). This comprehensive resource includes coloured and black-and-white photographs, floor plans, charts and lined drawings. It contains a table of contents, a glossary and an index.
**Suggested Use:** General
**Other Use:** Housing; Interior Design

**Designing Packaging** (Video). Classroom Video (CVO), 2000. 19 min. No order number is required. ($79.00).

Many of us take for granted the packaging that products come in, but it actually takes a lot of time and effort to design them. The package must serve a variety of functions, appeal to the consumer and be cost effective to make. This video examines the principles of good packaging design from concept to testing and evaluation. The emphasis is on the behind-the-scene components that influence the design process, rather than the technical process of making the package.
**Suggested Use:** Design Process

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting

a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Futures 2 Series** (Video). Please refer to the title: *Industrial Design*.

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites,

legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Industrial Design** (Video). (Futures 2 Series). PBS Video (VEC), 1992. 15 min. ISBN 0-7936-0844-9 ($110.00).

This video provides a fast-paced look at industrial design. It offers several interviews with designers and design students as well as clips from popular science fiction movies. The program emphasizes that successful industrial designers require an active imagination, curiosity and well-honed math skills.
**Suggested Use:** Career Development

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($13.05 pbk.).

This resource is ideally suited to Middle Level practical and applied arts courses as it introduces the fundamentals of several subject areas within the same book. Within the first section, the concept of technology is discussed with an emphasis on its origins, careers, safety, computers and energy. In the following sections, overall technologies such as communication, production and transportation are examined. Each of these in turn looks at particular subject fields such as construction or photography. The resource is very student friendly as it uses many photographs, drawings, graphs, activities, questions and summaries. Overall, this is an excellent resource to use, provided that the information is supplemented with more detailed information from each of the disciplines. An index and a glossary are included.
**Suggested Use:** Survey Course - Middle Level
**Other Use:** Construction and Carpentry; Drafting and Computer-Aided Design; Electrical and Electronics

**Landscape Design Series** (Video). Please refer to the title: *Presentation Techniques.*

**Machine Shop** (Print-Non-Fiction). Battcher, Donna, et al. AIMS Education Foundation (SES), 1993. 169 p. Order no. 08162 ($35.95 pbk.).

Designed for use at the Middle Level, this resource includes activities that address various types of simple machines. The hands-on activities make use of everyday supplies such as paper cups, glue, waxed paper, rubber bands and paper clips. The underlying theme of the projects presented is the conservation of energy. Stated objectives, materials, key questions, management, procedure, discussion and extension components are included for each activity. This book offers a table of contents, numerous black-and-white drawings and charts.

**Suggested Use:** Design CAD Fundamentals; Survey Course - Middle Level

**Mathematics, Science, & Technology Connections** (Print-Non-Fiction). Peel Board of Education Teachers. (Teachers Helping Teachers Series). Trifolium Books Inc. (FHW), 1996. 148 p. ISBN 1-895579-37-6 ($29.95 pbk.).

(CAN) *Mathematics, Science, & Technology Connections* contains 24 interdisciplinary activities called "Challenges" that have been developed using the same problem-solving model. This resource was developed for students in Grades 7-10. The challenges fit the following themes: structures and mechanisms, movement, force, and environment. This clearly written, easy-to-follow resource includes well-labelled drawings. It contains a table of contents.
**Suggested Use:** Design CAD Fundamentals; Design Process; Survey Course - Middle Level
**Other Use:** Mathematics: Grades 6 to 9

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**A Natural System of House Design: An Architect's Way** (Print-Non-Fiction). Woods, Charles G. McGraw-Hill Ryerson Limited (MHR), 1997. 219 p. ISBN 0-07-071736-2 ($94.95 hdc.).

Using 25 housing projects, this book explains the modular system of design. It addresses non-residential design, design philosophy and architect-client relationship. The book embodies a very personal depiction of the role of the architect. Excellent muddy-coloured illustrations support the text. This inspiring resource includes a table of contents.
**Suggested Use:** Cultural/Historical; Design CAD Fundamentals; Design Process

**Nuffield Design & Technology Series** (Print-Non-Fiction). Please refer to the title: *Product Design*.

**Presentation Techniques** (Video). (Landscape Design Series). San Luis Video Publishing (SLV), 1987. 30 min. Order no. R-244 ($95.00 U.S.).

In this program, the techniques used by a garden designer, a landscape contractor and a landscape architect are explored. It touches on 3D models, CAD, conceptual drawing and presentation drawing.
**Suggested Use:** Cultural/Historical
**Other Use:** Horticulture

**Product Design** (Print-Non-Fiction). (Nuffield Design & Technology Series). Longman Publishing Group (PRN), 1996. 220 p. ISBN 0-582-23469-7 ($23.76 pbk.).

With this British resource, students will learn to design what they are going to make and then make what they have designed. The case studies provide examples of successful design problems and then pose questions for further research and refinement of the design. Methods to communicate design proposals through drawings are also covered. The last chapters look at mechanical and electrical systems. Within each of these chapters are several general themes such as transmission or pneumatics, which then go into detail and describe how each can be used in a design process. The text is well illustrated with

photographs, drawings and charts. An index and a glossary are included.
**Suggested Use:** Design CAD Fundamentals; Design Process

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**A Shelter Sketchbook: Timeless Building Solutions** (Print-Non-Fiction). Taylor, John S. Chelsea Green Publishing (NIM), 1997. 157 p. ISBN 1-890132-02-0 ($25.95 pbk.).

Using hundreds of pen-and-ink sketches and captions, this book describes building solutions from around the world and from different periods of history. Three perspectives have shaped the development of architects throughout history: environmental factors (e.g., climate, predators, geography), human needs (e.g., spaces required for sleeping and cooking), and available resources (e.g., materials, skilled workers). This book provides timeless solutions to anyone involved in designing and building today. Included are a table of contents, a bibliography and an index.
**Suggested Use:** Cultural/Historical; Design CAD Fundamentals; Sketching and Drawing Fundamentals
**Other Use:** Drafting and Computer-Aided Design; Housing

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/

awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Structures Too!** (Print-Non-Fiction). Moore, Nancy, Rowney, Diana and Weininger, Otto. (Active Learning Series). Exclusive Educational Products (EEP), 1995. 148 p. Order no. 0096 ($34.95 binder).

(CAN) *Structures Too!* provides teachers with excellent activities that integrate mathematics, science, technology and communication. It strongly advocates manipulative play and cooperative learning in discovery-oriented activities as a means to introduce, acquire and reinforce mathematical and science concepts and skills. This resource supports modules at the Middle Level. It offers a table of contents, suggestions for teacher and student record keeping, a glossary and a bibliography.
**Suggested Use:** Design CAD Fundamentals; Survey Course - Middle Level
**Other Use:** Mathematics: Grades 1 to 5; Mathematics: Grades 6 to 9

**Superstructures Series** (Print-Non-Fiction). Please refer to the title: *Bridges.*

**Sustainable Architecture** (Video). San Luis Video Publishing (SLV), 1994. 30 min. Order no. R-200 ($95.00 U.S.).

This video explores sustainability as it relates to buildings and their surrounding green spaces, infrastructures and communities. It covers basic building design, embodied energy and resources in buildings, vernacular architecture, heating, cooling, ventilation, lighting and the holistic challenge of designing architecture. Interviews with contractors, architects and professors are presented.
**Suggested Use:** Cultural/Historical; Design CAD Fundamentals; Design Process

**Sydney Tower: Designing and Maintaining Australia's Tallest Tower** (Video). Classroom Video (CVO), 1995. 26 min. No order number is required. ($69.00).

This video looks at the design and construction of the world famous Sydney Tower. It enables students to see how the principles of design are applied outside the classroom. Using the Sydney Tower as an example, this program shows how five design contexts can be applied in engineering, building, food and communication. Students are shown building and testing tower structures.
**Suggested Use:** Design CAD Fundamentals; Design Process

**Teachers Helping Teachers Series** (Print-Non-Fiction). Please refer to the titles: *By Design: Technology Exploration & Integration* and *Mathematics, Science & Technology Connections.*

**Technical Graphics** (Video). Classroom Video (CVO), 1986. 90 min. No order number is required. ($69.00).

This program focuses on two aspects of technical graphics-perspective drawing and rendering. The perspective topics include the use of a grid, the importance of the cone of vision on a simple cube, and how the measuring point method of perspective drawing is set up. Rendering topics include shades of shadow, colour and tone, shadows in plane and elevation, and rendering a landscape. This video supports students who are working at an advanced level.
**Suggested Use:** Sketching and Drawing Fundamentals

**Technology Projects for the Classroom** (Print-Non-Fiction). Kaufman, Allan and Flowers, Jim. Prakken Publications, Inc. (PPI), 1996. 126 p. ISBN 0-911168-92-3 ($14.95 U.S. pbk.). Teacher's Guide - ISBN 0-911168-93-1 ($2.00 U.S. loose-leaf).

This book includes 20 interesting projects designed for technology students. The themes presented include communication, production, transportation and research/problem solving. The projects require inexpensive, readily available materials. Each of the basic, intermediate and advanced activities features background information, detailed construction procedures, safety precautions and study questions.

The teacher's guide provides answers to the review questions.
**Suggested Use:** Design Process; Modeling

**TurboCAD** (CD-ROM). IMSI Software Publications (IMSI), 2001. Order no. 00-TCP590DC ($49.95 U.S.).

This is an interactive 2D and 3D drawing program. Its features include drag-and-drop symbols, voice commands and an integrated Internet palette. This is an easy-to-use program with over 12 000 CAD symbols, 1000+ house plans, 700 3D symbols and 40+ sample drawings. Although not the industry standard, in terms of price and features this program will do the job if AutoCAD or MicroStation cannot be obtained. The program allows you to import and export from AutoCAD and MicroStation.

The user guide provides good support for the program. This evaluation was based Version 8. Please check with the company for the latest version.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Drafting and Computer-Aided Design

**TurboCAD Professional** (CD-ROM). IMSI Software Publishing (IMSI), 2001. Order no. TCP590UC ($199.95 U.S.).

TurboCAD Pro is a computer-aided design program that allows you to create precise drawings, 3D models and blueprints. Included are over 16 000 industry-specific symbols, 1000 house plans, voice recognition with continuous speech technology, and 750 000 images from ArtToday.com. This version offers solid modeling capabilities.

This evaluation was based on the 2001 edition. Please check with the company for the latest version.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Drafting and Computer-Aided Design

**20th Century Design Series** (Print-Non-Fiction). Heinemann Educational Bks (SBC), 1999. 32 p. Order numbers follow. ($31.65 hdc.).

Recommended titles in this series include the following:

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|---|---|
| *1900-20: The Birth of Modernism* | ISBN 0-431-03950-X |
| *20s and 30s: Between the Wars* | ISBN 0-431-03952-6 |
| *40s and 50s: War and Post-War Years* | ISBN 0-431-03954-2 |
| *60s: The Plastic Age* | ISBN 0-431-03956-9 |
| *The 70s and 80s: The High-Tech Age* | ISBN 0-431-03958-5 |
| *The 90s: The Digital Age* | ISBN 0-431-03960-7. |

Each of these short books provides an excellent visual history about the key design developments that occurred during the 20 century. Ideally suited to Middle Level students, the books are appropriate for browsing and illustrating the effect design had on art, everyday life, politics and technology. Each volume contains an index, a glossary and a timeline.
**Suggested Use:** Cultural/Historical; Survey Course - Middle Level

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Visual CADD** (CD-ROM). TriTools Partners (TTO), 2003. No order number is required.

($425.00 U.S.).

Visual CADD is an easy-to-use design and drafting program. Its features include layer function, automatic wall break, running snaps, multiple views and more. It includes hundreds of editable house plans and thousands of architectural, mechanical and electrical symbols. The manual provides information on all of the Visual CADD features.

This evaluation was based on Visual CADD 3.0. Please contact the publisher for the latest version and price. More information and a demo version can be found on the company's website at http://tritools.com/.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Clothing, Textiles, and Fashion; Construction and Carpentry; Drafting and Computer-Aided Design

**Visual Design: Elements & Principles** (Video). Classroom Video (CVO), 1989. 20 min. No order number is required. ($69.00).

In this introductory video the elements and principles of design are explored using various media in black and white and colour. The elements of design include line, light, texture, form, colour and space. The principles of scale, proportion, balance, unity, diversity, dominance, rhythm and order are explored.
**Suggested Use:** Design CAD Fundamentals; Design Process; Sketching and Drawing Fundamentals

**The Way We Communicate Series** (Video). Please refer to the title: *CADD (Computer-Aided Drafting and Design).*

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Xeriscape: Appropriate Landscaping to Conserve Water** (Video). San Luis Video Publishing (SLV), 1989. 20 min. Order no. R-209 ($95.00 U.S.).

This program focuses on how to develop, install and maintain a xeriscape landscape design. Experts explain how xeriscape practices can be integrated into new and existing landscapes. Plant selection, irrigation techniques and hydrozoning are some of the topics covered.
**Suggested Use:** Cultural/Historical; Design CAD Fundamentals
**Other Use:** Horticulture

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**D & T Routes: Core Book** (Print-Non-Fiction). Hodder & Stoughton Educational, 1996. 158 p. ISBN 0-340-67342-7.

This resource is similar in design to the *D & T Challenges* book and is meant to be used in conjunction with it. Each chapter provides practical advice to students to allow them to succeed with the design process. Such areas as working in a team, planning your research, analysing products, developing ideas and methods of production are just a few aspects covered in this text. The colour photographs, drawings and cartoons all help to make the book user-friendly. An index is included.
**Suggested Use:** Design CAD Fundamentals

**Graphics** (Print-Non-Fiction). (Nuffield Design & Technology Series). Longman Publishing Group. 1996. 220 p. ISBN 0-582-23468-9. Teacher's Guide - ISBN 0-582-29072-4.

Created for use in the British school system, this resource provides an excellent overview to the graphic arts and how it is connected to the entire design process. The goal of this book is to encourage students to use graphic design and media to create a product that is ready for the 'shops'. Through the use of practical activities and case studies students will be able to apply their knowledge of graphic arts to design and make a product that sells. Colour photographs and drawings are used throughout the text to illustrate the key points being discussed. An index and a glossary are included.

The teacher's guide provides excellent background information to assist with the projects that students may attempt.
**Suggested Use:** Design Process

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**TurboCAD 3D Modeler** (CD-ROM). IMSI Software Publishing, 1998.

TurboCAD 3D Modeler is a 32-bit design tool that allows easy, accurate modeling of real world objects in 3D. The program calculates the volume, centre of gravity and surface area of every part of the model. Drawings can be imported and exported in SAT format. This is an excellent tool for mechanical and industrial design solid modeling. Support for this program includes a tutorial manual and a user's guide.
**Suggested Use:** Design CAD Fundamentals; Modeling

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Design Studies 10, 20. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other design studies resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Architecture: Drafting and Design. 7th ed.** (Print-Non-Fiction). Hepler, Donald E., Wallach, Paul Ross and Hepler, Dana J. Glencoe/McGraw Hill (MHR), 1998. 800 p. ISBN 0-02-637067-0 ($100.95 hdc.). Student Workbook - ISBN 0-02-637069-7 ($34.95 pbk.). Teacher's Resource Binder - ISBN 0-02-637068-9 ($150.95).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**By Design: Technology Exploration & Integration** (Print-Non-Fiction). Metropolitan Toronto School Board. (Teachers Helping Teachers Series). Trifolium Books Inc. (FHW), 1996. 166 p. ISBN 1-895579-78-3 ($29.95 pbk.).

**Design Graphics: Drawing Techniques for Design Professionals** (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 ($41.61 pbk.).

**Designing Interiors** (Print-Non-Fiction). Kilmer, Rosemary and Kilmer, W. Otie. Harcourt Canada Ltd. (NEL), 1992. 642 p. ISBN 0-03-032233-2 ($103.00 hdc.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($13.05 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on May 7, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*ACTDEN*
http://www.actden.com/

*Adobe Magazine*
http://www.adobe.com/products/adobemag/pastissues.html

*ArtConnex*
http://www.deystudio.com/grfxlst4.htm

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Science and Engineering Hall of Fame*
http://www.sciencetech.technomuses.ca/english/about/hallfame/u_main_e.cfm

*Career Awareness*
http://www.hrdc.gc.ca/career

*College for Creative Studies*
http://www.ccscad.edu/index1b.htm

*Community Eco-Design Network*
http://www.cedn.org/

*Eco Design*
http://www.ecodesign.bc.ca/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*The Great Buildings Collection*
http://www.greatbuildings.com/

*Green Building Information Council*
http://greenbuilding.ca/GBIC.htm

*Home Power: the Hands-On Journal of Home-Made Power*
http://www.homepower.com/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Kortright Centre for Conservation*
http://www.kortright.org/index.html

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Solar Energy Society of Canada Inc.*
http://www.solarenergysociety.ca/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Development

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link
Industrial Design
Step Into the World of Workplace Learning: A

### Cultural/Historical

Bridges
Building Big
Building Big With David Macaulay
Building Canada
A Natural System of House Design
Presentation Techniques
A Shelter Sketchbook: Timeless Building
Sustainable Architecture
20th Century Design
Xeriscape: Appropriate Landscaping

### Design CAD Fundamentals

Applying AutoCAD: A Step-by-Step Approach
AutoCAD 2000: Visual JumpStart
AutoSketch
Basic Visual Concepts and Principles
Brick Layers: Creative Engineering With
Bridges
Building Big
Building Big with David Macaulay
By Design: Technology Exploration
CADD (Computer-Aided Drafting and Design)
CADD Primer: A General Guide to Computer
D & T Routes **(Out of Print Section)**
Design Technology: Children's Engineering
Machine Shop
Mathematics, Science, & Technology
A Natural System of House Design
Product Design
A Shelter Sketchbook: Timeless Building
Structures Too!
Sustainable Architecture
Sydney Tower: Designing and Maintaining
TurboCAD
TurboCAD Professional
TurboCAD 3D **(Out of Print Section)**
Visual CADD
Visual Design: Elements & Principles
Xeriscape: Appropriate Landscaping

### Design Drafting Fundamentals

Architecture: Drafting and Design
Basic Visual Concepts and Principles
Design Modelling: Visualising Ideas in 2D

### Design Process

Brick Layers: Creative Engineering With
By Design: Technology Exploration
Design & Drawing: An Applied Approach
Design Assignments
Design Modelling: Visualising Ideas in 2D
Design Technology: Children's Engineering
Designing a Shop Project: Planning
Designing Packaging
Graphics **(Out of Print Section)**
Mathematics, Science, & Technology
A Natural System of House Design
Product Design
Sustainable Architecture
Sydney Tower: Designing and Maintaining
Technology Projects for the Classroom
Visual Design: Elements & Principles

### General

Architectural and Interior Design
Architecture: Drafting and Design
D & T Challenges
Design and Technology System
Design Series
Designing Interiors

### Modeling

Brick Layers: Creative Engineering With
By Design: Technology Exploration
Design Modelling: Visualising Ideas in 2D

Technology Projects for the Classroom
TurboCAD 3D **(Out of Print Section)**

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards
WHMIS

### Sketching and Drawing Fundamentals

Basic Visual Concepts and Principles
Design & Drawing: An Applied Approach
Design Drawing
Design Drawing Experiences
Design Graphics: Drawing Techniques
A Shelter Sketchbook: Timeless Building
Technical Graphics
Visual Design: Elements & Principles

### Survey Course - Middle Level

Bridges
Building Canada
By Design: Technology Exploration
D & T Challenges
Design and Technology System
Design Assignments
Design Graphics: Drawing Techniques
Design Modelling: Visualising Ideas in 2D
Helping Solve the **(Out of Print Section)**
Introduction to Technology
Machine Shop
Mathematics, Science, & Technology
Structures Too!
20th Century Design

### Survey Course - Secondary Level

Architecture: Drafting and Design
Brick Layers: Creative Engineering With
Building Canada
CADD Primer: A General Guide to Computer
D & T Challenges
Design Assignments
Design Graphics: Drawing Techniques
Design Modelling: Visualising Ideas in 2D

Designing a Shop Project: Planning
Helping Solve the **(Out of Print Section)**

### Teacher Reference

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning: A

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**CD-ROM**

AutoSketch
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*
TurboCAD
TurboCAD Professional
TurboCAD 3D **(Out of Print Section)**
Visual CADD

**Kit**

Ready for Work

**Print-Non-Fiction**

Applying AutoCAD: A Step-by-Step Approach
Architecture: Drafting and Design
AutoCAD 2000: Visual JumpStart
Basic Visual Concepts and Principles for
Blueprint for Life/Work Designs
Brick Layers: Creative Engineering With
Bridges
Building Big
Building Canada
By Design: Technology Exploration
CADD Primer: A General Guide to Computer
D & T Challenges
D & T Routes **(Out of Print Section)**
Design & Drawing: An Applied Approach
Design and Technology System
Design Assignments
Design Drawing
Design Drawing Experiences
Design Graphics: Drawing Techniques for
Design Modelling: Visualising Ideas in
Design Technology: Children's
Designing Interiors
Employability Skills Toolkit for the Self
Graphics **(Out of Print Section)**
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Introduction to Technology
Machine Shop
Mathematics, Science, & Technology
A Natural System of House Design: An
Product Design
A Shelter Sketchbook: Timeless Building
Step Into the World of Workplace Learning: A
Structures Too!
Technology Projects for the Classroom
20th Century Design

**Video**

Architectural and Interior Design
Building Big With David Macaulay
CADD (Computer-Aided Drafting and Design
Design Series
Designing a Shop Project: Planning
Designing Packaging
Don't Risk Your Life
Dying to Work
Industrial Design
Presentation Techniques
Sustainable Architecture
Sydney Tower: Designing and Maintaining
Technical Graphics
Understanding Hazards and Risks
Visual Design: Elements & Principles
WHMIS
Xeriscape: Appropriate Landscaping to

# Drafting and Computer-Aided Design 10, 20, 30

## Titles and Descriptions

**Applying AutoCAD: A Step-by-Step Approach for AutoCAD Release 14. 8th ed.** (Print-Non-Fiction). Wohlers, Terry T. Glencoe/McGraw Hill (MHR), 1998. 902 p. ISBN 0-02-667636-2 ($93.95 pbk.). Instructor's Guide - ISBN 0-02-667637-0 ($69.95 pbk.).

Although this resource has been written specifically for Release 14 of AutoCAD, the principles and concepts can be applied to most versions. Designed for new users, the step-by-step instructions take the student from introductory to advanced levels of operation. The expanded table of contents easily leads students to the areas where they need assistance. Topics such as applying line and polygon commands, using grid and snap, file maintenance, isometrics and digitizing hard-copy drawings are covered in a very easy-to-follow format. Each chapter ends with several challenging problems. An index and a glossary are included.

The instructor's guide contains several teaching strategies and transparency masters.
**Suggested Use:** Computer-Aided Drafting
**Other Use:** Design Studies

**Architectural Drafting & Design. 4th ed.** (Print-Non-Fiction). Jefferis, Alan and Madsen, David. Delmar Publications (NEL), 2001. 954 p. ISBN 0-7668-1546-3 ($103.50 hdc.). Workbook - ISBN 0-7668-1548-X ($36.50 pbk.). Solutions Manual - ISBN 0-7668-2860-3 ($26.50 pbk.).

This resource can serve as a comprehensive introduction to the field of residential and commercial drafting and design. The authors have used step-by-step methods for the layout of each type of drawing required for a set of plans. CADD applications are covered from a basic to an advanced level. Areas covered include careers, drafting equipment, lettering, residential design, site plans, floor plans, drawings, elevations, foundation plans and commercial drafting. The building codes used are American. The text is well illustrated with sample designs and drawings. The appendixes provide several reference tables. An index and a glossary are included.
**Suggested Use:** General
**Other Use:** Construction and Carpentry

**Architectural Drawing and Light Construction. 6th ed.** (Print-Non-Fiction). Muller, Edward J., Fausett, James G. and Grau, Philip A., III. Prentice Hall Inc. (PRN), 2002. 797 p. ISBN 0-13-027158-6 ($103.16 hdc.).

Written at an advanced level, this resource provides an excellent overview to many areas of drafting. Basic information concerning drafting equipment is presented followed by chapters devoted to lettering, perspective drawings, principles of light construction, residential planning and drawing of small home plans. Well-illustrated, the book also contains an index and a glossary.
**Suggested Use:** General; Teacher Reference
**Other Use:** Housing

**Architecture: Drafting and Design. 7th ed.** (Print-Non-Fiction). Hepler, Donald E., Wallach, Paul Ross and Hepler, Dana J. Glencoe/McGraw Hill (MHR), 1998. 800 p. ISBN 0-02-637067-0 ($100.95 hdc.). Student Workbook - ISBN 0-02-637069-7 ($34.95 pbk.). Teacher's Resource Binder - ISBN 0-02-637068-9 ($150.95).

Designed for use in architectural or construction drafting, this resource will help students learn the fundamental skills and concepts necessary for architectural planning, designing and drawing. There are 39 chapters within 10 sections. Some of the sections include "architectural drafting fundamentals," "basic area design," "presentation methods," "framing systems," and "careers in architecture and related fields." Some of the American examples will not apply to the Canadian climate and construction techniques. The book is well illustrated with colour photographs, charts, drawings and plans. An index, a glossary and an appendix on architectural synonyms and abbreviations are included.

The student workbook and the teacher's resource binder provide excellent complementary information.
**Suggested Use:** General; Survey Course - Secondary Level

**Architecture: Residential Drawing and Design** (Print-Non-Fiction). Kicklighter, Clois E., Kicklighter, Joan C. and Baird, Ronald J. Goodheart-Willcox Publisher (NEL), 2000. 688 p. ISBN 1-56637-590-8 ($71.16 hdc.).

This text offers extensive information necessary for planning different types of dwellings. The author provides traditional as well as computer-based methods used to prepare architectural working drawings. The many coloured photographs, diagrams, charts and floor plans enhance the text. New content on access for people with disabilities, CADD applications and new products and methods of construction are included. The text includes a table of contents, a glossary and an index.

The accompanying workbook contains questions, problems and activities that correspond to the chapters in the book.
**Suggested Use:** Floor Plans
**Other Use:** Construction and Carpentry; Housing; Interior Design

**AutoCAD LT 2002** (CD-ROM). Autodesk, Inc. (MERSL), 2002. No order number is required.

| | |
|---|---|
| Single User License | $ 485.00 |
| 5 User License | $1,370.00 |
| 10 User License | $2,100.00 |
| 25 User License | $4,975.00 |

Recognized as the industry standard, this software package supports the entire drafting curriculum. The program has capabilities far beyond what will be done at the high school level, but students will become familiar with a software package that is being used in the field. Although the learning curve is steep, after five-to-ten hours of instruction students will feel comfortable working with this resource. This evaluation was based on the 2002 version.
**Suggested Use:** Computer-Aided Drafting

**AutoCAD 2000: Visual JumpStart** (Print-Non-Fiction). Frey, David. Sybex, Inc. (FIR), 2000. 256 p. ISBN 0-7821-2777-0 ($29.95 pbk.).

As AutoCAD becomes the accepted standard for computer-aided design programs, it is essential to have resources that will introduce students to the basics in an easy-to-use format. This resource takes an excellent approach to level out the learning curve so the many features of AutoCAD will not intimidate students. Screen shots and line drawings are combined with a step-by-step layout to take students through topics such as understanding how the commands work, drawing, editing, using object snaps, creating layers and putting dimensions on a drawing. An index and a glossary are included.
**Suggested Use:** Computer-Aided Drafting
**Other Use:** Design Studies; Photographics/Graphic Arts

**AutoSketch** (CD-ROM). Autodesk, Inc. (TPU), 1999. No order number is required. ($101.12 single-seat). Lab Pack - 5 seat ($288.00).

This is a precision drawing tool for creating accurate drawings with power and flexibility. It is useful for engineering and architectural drawings, floor plans, interior design drawings, maps and business graphics. The features of this program are quite extensive and would serve as an inexpensive alternative to the major programs. The needs of most students are met through features such as dimensioning, 3D, AutoSnap and auto array.

This evaluation was based on the 1999

edition. Contact the distributor for the latest version and price.
**Suggested Use:** Computer-Aided Drafting
**Other Use:** Design Studies; Interior Design

**Basic Technical Drawing. 7th ed.** (Print-Non-Fiction). Dygdon, John Thomas, Novak, James E. and Spencer, Henry Cecil. Glencoe/McGraw-Hill (MHR), 2000. 591 p. ISBN 0-02-682553-8 ($102.95 hdc.). Student Workbook - ISBN 0-02-682554-6 ($33.95 pbk.). Teacher's Resource Binder - ISBN 0-02-682555-4 ($231.95).

This American resource provides a very good overview to the entire field of technical drawing. In addition to presenting information that the beginner will need, the authors have also included many practical problems that progress from easy to more difficult. Freehand sketching, mechanical drawing, lettering, dimensioning, revolutions, threads and fasteners, cams, maps and CAD are just a few of the topics covered. Line drawings and photographs are used throughout the book. An index and a glossary are included.

The student workbook and teacher's resource binder provide many useful teaching strategies and tools.
**Suggested Use:** General

**Basic Visual Concepts and Principles for Artists, Architects and Designers** (Print-Non-Fiction). Wallschlaeger, Charles and Busic-Snyder, Cynthia. Brown & Benchmark (MHR), 1992. 527 p. ISBN 0-697-00651-4 ($115.95 pbk.).

This resource presents a very thorough analysis of visual communication. The intent is to provide students with a process-oriented approach to learning the visual language that are the theories, concepts and skills used in creating form. This detailed text includes lessons that are reinforced with exercises that help students apply the various concepts. Many detailed drawings and photographs are interspersed throughout the book. Each chapter contains an outline, objectives and a glossary. This resource would suit students working on independent projects at an advanced level. It includes an expanded table of contents and an index.
**Suggested Use:** Drawings; Views and Dimensioning; Teacher Reference
**Other Use:** Design Studies; Photographics/Graphic Arts

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**CADD (Computer-Aided Drafting and Design)** (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 12 min. Order no. 700307 ($109.00).

In this short video, students will be able to see how the computer has changed the design and drafting process. Whenever a new product is built, it begins with a computer operator using CADD software. The properties of CAD are defined and the different CAD applications are discussed.
**Suggested Use:** Computer-Aided Drafting
**Other Use:** Design Studies

**CADD Primer: A General Guide to Computer Aided Design and Drafting - CADD, CAD** (Print-Non-Fiction). Duggal, Vijay. Mailmax Publishing (MMX), 1999. 206 p. ISBN 0-9629165-9-5 ($32.95 U.S. pbk.).

Computer Aided Design and Drafting (CADD) is an essential element of drafting. This resource introduces the common principles of CADD that apply to all software packages, whether it is AutoCAD, MicroStation or Cadkey. Rather than being a how-to book, the resource is primarily useful as a reference to key principles. Information can be learned about topics such as drawing dimensions, zoom in and zoom out, erasing drawings, 3D modelling and plotting. Each topic has several line drawings and uses clear and concise writing. An index is included.
**Suggested Use:** Computer-Aided Drafting; Survey Course - Secondary Level
**Other Use:** Design Studies

**Computer-Aided Engineering Drawing Using AutoCAD. 2nd ed.** (Print-Non-Fiction). Jensen, Cecil, Helsel, Jay D. and Voisinet, Donald D. Glencoe/McGraw Hill (MHR), 1996. 798 p. ISBN 0-02-801797-8 ($106.21 hdc.).

While newer versions of AutoCAD software are now available, this resource does a very good job of explaining the basics that can be applied to any AutoCAD program. All elements of CAD are explained by topics such as theory of shape, drawing conventions, sections, auxiliary views, dimensioning and modelling. Each chapter contains several projects and assignments. The book is well illustrated with photographs, drawings, blueprints and tables. An index is provided.
**Suggested Use:** Computer-Aided Drafting

**Design Drawing** (Print-Non-Fiction). Lockard, William Kirby. Norton, W.W., & Co. (CDS), 2001. 288 p. ISBN 0-393-73040-9 ($65.00 pbk.).

While computer-aided drafting appears to have made drawings obsolete, the expanding use of computers has actually helped to define what type of drawings is still worth learning. This resource concentrates on learning the skills of quick, freehand, conceptual sketches and on creating a freehand layer of drawing that can be combined with computer drawing. Perception, conception, representation, perspective and combining hand drawing with digital are the main sections. An index is provided.
**Suggested Use:** Drawings
**Other Use:** Design Studies; Interior Design

**Design Drawing Experiences. 2000 ed.** (Print-Non-Fiction). Lockard, William Kirby. Norton, W.W., & Co. (CDS), 2000. 143 p. ISBN 0-393-73041-7 ($48.99 pbk.).

The 60 exercises in this book are designed to help students learn the various drawing procedures and skills. While students may understand the technical aspects for laying out perspectives and casting shadows, this resource will help them add figures, furniture and other materials freehand. The key sections deal with orthographic drawing, perspective, drawing entourage, placing materials, shadow-casting and direct-perspective layout. The procedures are broken down into easily understood steps and are very well illustrated.
**Suggested Use:** Drawings
**Other Use:** Design Studies; Interior Design; Visual Art 10, 20, 30

**Design Graphics: Drawing Techniques for Design Professionals** (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 ($41.61 pbk.).

Intended as an introductory book, this resource shows simple techniques and skills related to sketching and design development. Through its presentation, the user can see the importance of maintaining hand drawings as an important skill. In the age of CAD, the author has shown that the skill of hand drawing can coexist with the new technology. Divided into three sections, the key areas of emphasis are sketching, design drawing and the drawing process. Each component of the

main sections is very well illustrated with line drawings.
**Suggested Use:** Drawings; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Design Studies

**Design Modelling: Visualising Ideas in 2D and 3D** (Print-Non-Fiction). Bairstow, John, Barber, Robert and Kenny, Marilyn. Hodder & Stoughton Educational (BHU), 1999. 128 p. ISBN 0-340-66339-1 ($24.95 pbk.).

Elements of design studies, graphic arts and drafting are presented in this one book. Its focus is to explore the variety of methods used to develop design ideas. From this perspective, information is presented in a very visual manner to show how ideas are generated, developed and presented. The case studies related to these design projects illustrate the importance of the graphic artist. Photographs and drawings are used to highlight each key point being discussed. An index and a glossary are included.
**Suggested Use:** Drawings; Survey Course - Middle Level; Survey Course - Secondary Level; Views and Dimensioning
**Other Use:** Arts Education: Grades 10 to 12; Design Studies; Photographics/Graphic Arts

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills that they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Engineering Drawing and Design. 6th ed.** (Print-Non-Fiction). Jensen, Cecil, Helsel, Jay D. and Short, Dennis R. Glencoe/McGraw-Hill (MHR), 2002. 1002 p. ISBN 0-07-821343-6 ($126.95 hdc.).

Written as an introduction to prepare students for drafting careers, this text nonetheless is a very comprehensive look at all areas of technical drafting. Divided into five sections and 27 chapters, the book starts with basic drawing and design including CAD and then progresses into fasteners, working drawings, power transmissions and special fields of drafting. The many illustrations and sample drawings will help to reinforce the concepts being discussed. An expanded table of contents and an index are included.

The enclosed CD-ROM contains chapter reviews and reinforcement tutorials.
**Suggested Use:** General; Teacher Reference

**Engineering Drawing and Graphic Technology. 14th ed.** (Print-Non-Fiction). French, Thomas E., Vierck, Charles J. and Foster, Robert J. McGraw-Hill Ryerson Limited (MHR), 1993. 745 p. ISBN 0-7-022347-5 ($186.95 hdc.). Problem Book III - ISBN 0-07-053541-8 ($70.95 pbk.).

Well-laid-out and easy-to-read, this resource will be useful as a general source of information for all grades. Divided into four sections with 22 chapters, areas covered include basic graphics, elements of space geometry, applied graphics and design and several special topics such as gears, piping and maps. The excellent drawings and tables will add to the usefulness of the text. The accompanying workbook has pertinent examples to use in class, such as orthographic perception and isometric drawings. An index and a glossary are included.
**Suggested Use**: General; Survey Course - Secondary Level

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Exploring Drafting: Fundamentals of Drafting Technology** (Print-Non-Fiction). Walker, John R. Goodheart-Willcox Publisher (NEL), 2000. 416 p. ISBN 1-56637-565-7 ($72.95 hdc.).

Drafting fundamentals and basic geometric construction are presented in this text using a step-by-step approach. Conventional and more challenging drawings are used to help develop originality and creativity. Each unit starts with a set of objectives and ends with a review and suggested activities. Examples of topics covered are careers, sketching, equipment, multiviews, sectional views, design, maps, fasteners and CAD. The text is heavily illustrated with colour photographs, drawings, charts and tables. A glossary and an index are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Fundamentals of Engineering Drawing. 5th ed.** (Print-Non-Fiction). Jensen, Cecil, Helsel, Jay D. and Short, Dennis R. Glencoe/McGraw-Hill (MHR), 2002. 659 p. ISBN 0-07-824155-3 ($91.76 hdc.).

This title contains the first 16 chapters of *Engineering Drawing and Design*. With this format, teachers will be able to select a resource that does not go into as much detail as *Engineering Drawing and Design*. Basic drawing and design, CAD, fasteners, working drawings and geometric dimensioning are just a few of the topics covered in this well-illustrated resource. Several practical assignments make up the review section. An index is included.

The enclosed student tutorial CD-ROM includes chapter-by-chapter PowerPoint presentations and self-teaching reviews.
**Suggested Use:** General; Teacher Reference

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed, and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Hybrid Drawing Techniques by Contemporary Architects and Designers** (Print-Non-Fiction). Uddin, M. Saleh. John Wiley & Sons Canada, Ltd. (WIL), 1999. 212 p. ISBN 0-471-29274-5 ($76.95 hdc.).

Quite abstract in nature, this resource could be used as supplementary information to allow students to see the fusion of ideas, media and techniques in hybrid drawings for effective and innovative graphic presentation. The work of several international architects is featured in full-colour portfolios. Each example offers background into the design and drawing process. An index is included.

**Suggested Use:** Drawings

**Inside MicroStation. 5th ed.** (Print-Non-Fiction). Conforti, Frank. Nelson Thomson Learning (NEL), 2002. 649 p. ISBN 1-56690-161-8 ($75.95 pbk.).

Teachers using MicroStation software in their classes will find this reference book very useful. Through the use of real-life examples, MicroStation concepts become much clearer. There are many helpful hints, tips and practical advice on standards that the user should consider. There are chapters on installation, fundamentals, sample design sessions, 2D basics, detailing tools, 3D modelling and customizing MicroStation. Each chapter has several exercises to assist in understanding the area being discussed.

The companion website at www.onwordpress.com/microstation includes all the data files necessary to complete the exercises found in the book.
**Suggested Use:** Computer-Aided Drafting

**Interpreting Engineering Drawings. 4th Canadian ed.** (Print-Non-Fiction). Jensen, Cecil H. Nelson Thomson Learning (NEL), 2002. 472 p. ISBN 0-17-616998-9 ($59.50 pbk.).

(CAN) Clearly written and easy-to-follow, this resource will be useful as an introduction to drawing interpretation. As a Canadian resource, it covers CSA and industry standards. The extensive use of charts and tables provide an easy reference to useful data. The many drawings will allow the students to visualize the concept being presented. An index is included.
**Suggested Use:** Drawings; Views and Dimensioning; Teacher Reference

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($13.05 pbk.).

This resource is ideally suited to Middle Level practical and applied arts courses as it introduces the fundamentals of several subject areas within the same book. Within the first section, the concept of technology is discussed with an emphasis on its origins, careers, safety, computers and energy. In the following sections, overall technologies such as communication, production and transportation are examined. Each of these in turn looks at particular subject fields such as construction or photography. The resource is very student friendly as it uses many photographs, drawings, graphs, activities, questions and summaries. Overall, this is an excellent resource to use, provided that the information is supplemented with more detailed information from each of the disciplines. An index and a glossary are included.
**Suggested Use:** Survey Course - Middle Level
**Other Use:** Construction and Carpentry; Design Studies; Electrical and Electronics; Photographics/Graphic Arts; Photographics/Photography

**Mechanical Drawing: CAD-Communications. 12th ed.** (Print-Non-Fiction). French, Thomas E., et al. Glencoe/McGraw-Hill (MHR), 1997. 753 p. ISBN 0-02-667958-2 ($85.81 hdc.).

This text provides information on manual and CAD drafting, but it emphasizes basic drafting elements as the fundamentals of the discipline. The goal of the text is "to help students learn to visualize in three dimensions, to build imaginations, to think precisely and to understand the language of industry." Virtually all areas of drafting are covered including careers, multiviews, fasteners, dimensioning, CAD, cams and map drafting. Each chapter starts with a set of objectives and vocabulary and finishes with review questions, learning activities and several problems. The text is well illustrated with colour photographs, drawings, tables and charts. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**MicroStation/J Academic Suite** (CD-ROM). Bentley Systems, Inc. (BENT), 2000. Single user fee - No order number is required. ($200.00).

An industry standard CADD package, this software program is applicable to all modules except manual drafting and sketching. It incorporates high-performance 2D and 3D modelling. The academic version allows teachers and students to access MicroStation/J plus several engineering configurations: GeoGraphics, Modeller, TriForma and Schematics. In addition to the single user fee (one computer), there is a yearly cost for technical support and upgrades.
**Suggested Use:** Computer-Aided Drafting

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Orthographic Projection Simplified. 5th ed.** (Print-Non-Fiction). Quinlan, Charles. McGraw-Hill Ryerson Limited (MHR), 1996. 141 p. ISBN 0-02-677320-1 ($22.19 pbk.).

Students new to drafting will appreciate how this resource uses step-by-step instructions to introduce the basics and apply them in self-contained projects. Orthographic and isometric projections are the focus of the book as information is provided on drawing front and side views, using hidden lines, drawing arcs and creating isometric circles. A glossary is included.
**Suggested Use:** Drawings; Survey Course - Middle Level; Survey Course - Secondary Level

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**A Shelter Sketchbook: Timeless Building Solutions** (Print-Non-Fiction). Taylor, John S. Chelsea Green Publishing (NIM), 1997. 157 p. ISBN 1-890132-02-0 ($25.95 pbk.).

Using hundreds of pen-and-ink sketches and captions, this book describes building solutions from around the world and from different periods of history. Three perspectives have shaped the development of architects throughout history: environmental factors (e.g., climate, predators, geography), human needs (e.g., spaces required for sleeping and cooking) and available resources (e.g., materials, skilled workers). This book provides timeless solutions to anyone involved in designing and building today. Included are a table of contents, a bibliography and an index.
**Suggested Use:** Drawings; Presentation
**Other Use:** Design Studies; Housing

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Surveying. 4th ed.** (Print-Non-Fiction). McCormac, Jack. John Wiley & Sons Canada, Ltd. (WIL), 1999. 415 p. ISBN 0-471-36657-9 ($91.50 pbk.).

Although containing information that is often beyond what is required at the high school level, this resource can prove useful to the teacher wanting some detailed information for the module. All areas of surveying are covered, from its history to global positioning systems. Photographs, drawings, charts and tables help to clarify points being discussed. An index and a glossary are included.

There is a supplementary CD accompanying the text.
**Suggested Use:** Mapping and Surveying

**3D Home Architect Deluxe** (CD-ROM). Broderbund Software, Inc. (BDB), 2002. Order no. 181541 ($39.99 U.S.).

This easy-to-use program allows students to draw and edit contractor-ready home plans. It includes over 350 customizable floor plans, landscape planning, interior and exterior surfaces and multistory 3D walkthroughs. Students can reach their finished plan in a minimal amount of steps. The reference manual provides excellent support for the program. This evaluation was based on Version 3.0.
**Suggested Use:** Computer-Aided Drafting
**Other Use:** Design Studies; Housing; Interior Design

**TurboCAD Professional** (CD-ROM). IMSI Software Publishing (IMSI), 1999. Order no. TCP590UC ($199.95 U.S.).

TurboCAD Professional is a computer-aided design program that allows users to create precise drawings, 3D models and blueprints. Included are over 16 000 industry-specific symbols, 1000 house plans, voice recognition with continuous speech technology and 750 000 images from ArtToday.com. This version offers solid modelling capabilities.

This evaluation was based on the 2001 edition. Please check with the company for

the latest version.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Design Studies

**TurboCAD** (CD-ROM). IMSI Software Publishing (IMSI), 2001. Order no. 00-TCP590DC ($49.95 U.S.).

This is an interactive 2D and 3D drawing program. Its features include drag-and-drop symbols, voice commands and an integrated Internet palette. This is an easy-to-use program with over 12 000 CAD symbols, 1000+ house plans, 700 3D symbols and 40+ sample drawings. Although not the industry standard, in terms of price and features this program will do the job if AutoCAD or MicroStation cannot be obtained. The program allows users to import and export from AutoCAD and MicroStation.

The user guide provides good support for the program.

This evaluation was based Version 8. Please check with the company for the latest version.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Design Studies

**Understanding Construction Drawings. 3rd ed.** (Print-Non-Fiction). Huth, Mark W. and Wells, Walter. Delmar Publications (NEL), 2000. 378 p. ISBN 0-7668-1580-3 ($72.00 pbk.).

Reading and understanding blueprints for all construction-related trades is an essential component of the field. This book provides students with that opportunity. Residential and commercial drawings are given for different geographic areas of North America. The drawing package contains prints for four different buildings. Each unit in the text is composed of learning objectives, information, a progress checklist and assignments. Some of the areas covered include footings, drainage, windows, stairs, plumbing and electrical. Each of these areas is well illustrated with photographs and drawings. An index is included.
**Suggested Use:** Drawings; Floor Plans
**Other Use:** Construction and Carpentry

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Visual CADD** (CD-ROM). TriTools Partners (TTO), 2003. No order number is required. ($425.00 U.S.).

Visual CADD is an easy-to-use design and drafting program. Its features include layer function, automatic wall break, running snaps, multiple views and more. It includes hundreds of editable house plans and thousands of architectural, mechanical and electrical symbols.

The manual provides information on all of the Visual CADD features.

This evaluation was based on Visual CADD 3.0. Please contact the publisher for the latest version and price. More information and a demo version can be found on the company's website at http://tritools.com/.
**Suggested Use:** Design CAD Fundamentals
**Other Use:** Clothing, Textiles, and Fashion; Construction and Carpentry; Design Studies

**The Way We Communicate Series** (Video). Please refer to the title: *CADD (Computer-Aided Drafting and Design).*

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace

Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**The Illustrated Home Series** (Print-Non-Fiction). Carson, Alan and Dunlop, Robert. Stoddart Publishing Co. Ltd., 2000.

Recommended titles in this series include the following:

| | |
|---|---|
| *Electrical, Plumbing, Insulation and the Interior* | ISBN 0-7737-6147-0 |
| *Heating and Air Conditioning* | ISBN 0-7737-6146-2 |
| *Structure, Roofing and the Exterior* | ISBN 0-7737-6145-4. |

(CAN) Using a series of detailed drawings and plans, this series of books clearly points out the problems that may arise with a home and how to fix them. Topics such as cedar shingle application, window installation, beam rotation and location of electrical outlets are shown. The books are an excellent resource in several courses.
**Suggested Use:** Floor Plans; Survey Course - Secondary Level
**Other Use:** Construction and Carpentry

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Drafting and Computer-Aided Design 10, 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other drafting and computer-aided design resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Architectural Drafting & Design. 4th ed.** (Print-Non-Fiction). Jefferis, Alan and Madsen, David. Delmar Publications (NEL), 2001. 954 p. ISBN 0-7668-1546-3 ($103.50 hdc.). Workbook - ISBN 0-7668-1548-X ($36.50 pbk.). Solutions Manual - ISBN 0-7668-2860-3 ($26.50 pbk.).

**Architecture: Drafting and Design. 7th ed.** (Print-Non-Fiction). Hepler, Donald E., Wallach, Paul Ross and Hepler, Dana J. Glencoe/McGraw Hill (MHR), 1998. 800 p. ISBN 0-02-637067-0 ($100.95 hdc.). Student Workbook - ISBN 0-02-637069-7 ($34.95 pbk.). Teacher's Resource Binder - ISBN 0-02-637068-9 ($150.95).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Design Graphics: Drawing Techniques for Design Professionals** (Print-Non-Fiction). Koenig, Peter A. Prentice Hall Inc. (PRN), 2000. 152 p. ISBN 0-13-742982-7 ($41.61 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Exploring Drafting: Fundamentals of Drafting Technology** (Print-Non-Fiction). Walker, John R. Goodheart-Willcox Publisher (NEL), 2000. 416 p. ISBN 1-56637-565-7 ($72.95 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Introduction to Technology** (Print-Non-Fiction). Pierce, Alan J. and Karwatka, Dennis. Glencoe/McGraw Hill (MHR), 1999. 554 p. ISBN 0-02-831275-9 ($70.90 hdc.). Student Activity Manual - ISBN 0-02-831278-3 ($13.05 pbk.).

**Mechanical Drawing: CAD-Communications. 12th ed.** (Print-Non-Fiction). French, Thomas E., et al. Glencoe/McGraw-Hill (MHR), 1997. 753 p. ISBN 0-02-667958-2 ($85.81 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK  S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

## Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Architecture Resources on the Internet*
http://filebox.vt.edu/users/hmock/arch/arch3.html

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*CADD Education Portal*
http://www.caddprimer.com

*Career Awareness*
http://www.hrdc.gc.ca/career

*Computer-Assisted Drafting and Design: New Technologies for Old Problems*
http://www.csanet.org/inftech/cadbklt.html

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*The Great Buildings Collection*
http://www.greatbuildings.com/

*Green Building Information Centre*
http://greenbuilding.ca/GBIC.htm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*LinuxCad 2000: Computer Aided Design and Diagramming Software for Linux*
http://www.softwareforge.com/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*Technical Occupations in Architecture, Drafting, Mapping and Surveying - Canadian*
http://www.jobfutures.ca/noc/225p1.shtml

*What You Need to Know About Architecture*
http://architecture.about.com

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Development

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning

### Computer-Aided Drafting

Applying AutoCAD: A Step-by-Step Approach
AutoCAD LT 2002
AutoCAD 2000: Visual JumpStart
AutoSketch
CADD (Computer-Aided Drafting and Design
CADD Primer: A General Guide to Computer
Computer-Aided Engineering Drawing Using
Inside MicroStation
MicroStation/J Academic Suite
3D Home Architect Deluxe
Visual CADD

### Design CAD Fundamentals

TurboCAD
TurboCAD Professional

### Drawings

Basic Visual Concepts and Principles for
Design Drawing
Design Drawing Experiences
Design Graphics: Drawing Techniques for
Design Modelling: Visualising Ideas in
Hybrid Drawing Techniques by
Interpreting Engineering Drawings
Orthographic Projection Simplified
A Shelter Sketchbook: Timeless Building
Understanding Construction Drawings

### Floor Plans

Architecture: Residential Drawing and Design
The Illustrated Home **(Out of Print Section)**
Understanding Construction Drawings

### General

Architectural Drafting & Design
Architectural Drawing and Light Construction
Architecture: Drafting and Design
Basic Technical Drawing
Engineering Drawing and Design
Engineering Drawing and Graphic
Exploring Drafting: Fundamentals of
Fundamentals of Engineering Drawing
Mechanical Drawing: CAD-Communications

### Mapping and Surveying

Surveying

### Presentation

A Shelter Sketchbook: Timeless Building

### Safety

Don't Risk Your Life
Dying to Work
Moving Online...More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Design Graphics: Drawing Techniques for
Design Modelling: Visualising Ideas in
Exploring Drafting: Fundamentals of
Helping Solve the **(Out of Print Section)**
Introduction to Technology
Mechanical Drawing: CAD-Communications
Orthographic Projection Simplified

## Survey Course - Secondary Level

Architecture: Drafting and Design
CADD Primer: A General Guide to Computer
Design Graphics: Drawing Techniques for
Design Modelling: Visualising Ideas in
Engineering Drawing and Graphic
Exploring Drafting: Fundamentals of
Helping Solve the **(Out of Print Section)**
The Illustrated Home **(Out of Print Section)**
Mechanical Drawing: CAD-Communications
Orthographic Projection Simplified

## Teacher Reference

Architectural Drawing and Light Construction
Basic Visual Concepts and Principles for
Blueprint for Life/Work Designs
Engineering Drawing and Design
Essential Skills/Compétences Essentielles
Fundamentals of Engineering Drawing
Guide for New Workers: Counsellor
Interpreting Engineering Drawings
Step Into the World of Workplace Learning

## Views and Dimensioning

Basic Visual Concepts and Principles for
Design Modelling: Visualising Ideas in
Interpreting Engineering Drawings

## Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**CD-ROM**

AutoCAD LT 2002
AutoSketch
Essential Skills/Compétences Essentielles
MicroStation/J Academic Suite
Moving Online...More *Ready for Work*
3D Home Architect Deluxe
TurboCAD
TurboCAD Professional
Visual CADD

**Kit**

Ready for Work

**Print-Non-Fiction**

Applying AutoCAD: A Step-by-Step Approach
Architectural Drafting & Design
Architectural Drawing and Light Construction
Architecture: Drafting and Design
Architecture: Residential Drawing and Design
AutoCAD 2000: Visual JumpStart
Basic Technical Drawing
Basic Visual Concepts and Principles for
Blueprint for Life/Work Designs
CADD Primer: A General Guide to Computer
Computer-Aided Engineering Drawing Using
Design Drawing
Design Drawing Experiences
Design Graphics: Drawing Techniques for
Design Modelling: Visualising Ideas in
Employability Skills Toolkit for the Self
Engineering Drawing and Design
Engineering Drawing and Graphic
Exploring Drafting: Fundamentals of
Fundamentals of Engineering Drawing
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Hybrid Drawing Techniques by Contemporary
The Illustrated Home **(Out of Print Section)**
Inside MicroStation
Interpreting Engineering Drawings
Introduction to Technology
Mechanical Drawing: CAD-Communications
Orthographic Projection Simplified
A Shelter Sketchbook: Timeless Building
Step Into the World of Workplace Learning
Surveying
Understanding Construction Drawings

**Video**

CADD (Computer-Aided Drafting and Design
Don't Risk Your Life
Dying to Work
Understanding Hazards and Risks
WHMIS

# Housing 30

## Titles and Descriptions

**Architectural Drawing and Light Construction. 6th ed.** (Print-Non-Fiction). Muller, Edward J., Fausett, James G. and Grau, Philip A., III. Prentice Hall Inc. (PRN), 2002. 797 p. ISBN 0-13-027158-6 ($103.16 hdc.).

Although intended for post-secondary students, this resource does provide an excellent overview to many areas of drafting. Basic information concerning drafting equipment is presented followed by chapters devoted to lettering, perspective drawings, principles of light construction, residential planning and drawing of small home plans. Well illustrated, the book also contains an index and a glossary.
**Suggested Use:** Interpreting and Evaluating Housing Plans; Teacher Reference
**Other Use:** Drafting and Computer-Aided Design

**Architecture: Drafting and Design. 7th ed.** (Print-Non-Fiction). Hepler, Donald E., Wallach, Paul Ross and Hepler, Dana J. Glencoe/McGraw Hill (MHR), 1998. 800 p. ISBN 0-02-637067-0 ($85.81 hdc.). Student Workbook - ISBN 0-02-637069-7 ($29.70 pbk.). Teacher's Resource Binder - ISBN 0-02-637068-9 ($150.95).

The purpose of this comprehensive text is to provide students with the fundamental skills and concepts necessary for architectural planning, designing and drawing. Each of the 39 chapters is well organized with stated learning objectives, vocabulary terms and student-centred exercises. The numerous floor plans, charts, coloured photographs and oversized text make this a very friendly resource. Math and science connections are presented throughout the text. A "Careers in Architecture" feature is included in related chapters. This book contains a table of contents, appendices of basic mathematical calculations, architectural abbreviations, architectural synonyms, a glossary and an index.

The student workbook and the teacher's resource binder provide excellent complementary information.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Design Studies; Drafting and Computer-Aided Design

**The Architecture of Douglas Cardinal** (Print-Non-Fiction). Boddy, Trevor and Cardinal, Douglas. NeWest Press (NEW), 1989. 150 p. ISBN 0-920897-44-4 ($5.99 pbk.).

(CAN, I/M) Published to celebrate the opening of the Canadian Museum of Civilization, this book includes blueprints and drawings of the museum and Cardinal's other important architectural structures. Essays by Cardinal range from aboriginal spirituality to computerization in architecture. It offers numerous black-and-white and coloured photographs. This book includes a table of contents and a bibliography.
**Suggested Use:** Historic Influences on Architectural Styles
**Other Use:** Arts Education: Grade 9; Arts Education: Secondary Level

**Architecture: Residential Drawing and Design** (Print-Non-Fiction). Kicklighter, Clois E., Kicklighter, Joan C. and Baird, Ronald J. Goodheart-Willcox Publisher (NEL), 2000. 688 p. ISBN 1-56637-590-8 ($71.16 hdc.).

This resource offers extensive information necessary for planning different types of dwellings. The author provides traditional as well as computer-based methods used to prepare architectural working drawings. The many coloured photographs, diagrams, charts and floor plans enhance the text. New content on access for people with disabilities, CADD applications, and new products and methods of construction are included. The text includes a table of contents, a glossary and an index.

The accompanying workbook contains questions, problems and activities that correspond to the chapters in the book.
**Suggested Use:** Choosing a Residential Location; Housing Needs; Interpreting and Evaluating Housing Plans
**Other Use:** Construction and Carpentry; Drafting and Computer-Aided Design; Interior Design

**The Art of Natural Building: Design, Construction, Resources** (Print-Non-Fiction). Kennedy, Joseph F., Smith, Michael G. and Wanek, Catherine, eds. New Society Publishers (NSP), 2002. 291 p. ISBN 0-86571-433-9 ($36.95 pbk.).

(CAN) This resource features a wide variety of building designs using many different natural materials within various environments. It deals as well with related issues such as recycling and sustainability. The text is easy to read and well supported with photographs and diagrams.
**Suggested Use:** Building a House; Energy-Efficient Housing; Housing of the Future

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Building Canada** (Print-Non-Fiction). Shemie, Bonnie. Tundra Books Inc. (RAN), 2001. unp. ISBN 0-88776-504-1 ($22.99 hdc.).

(CAN) Although aimed more at the Middle Level grades, this resource provides an excellent visual history of Canada's building styles. The influence of Canada's environment and multiculturalism is very evident in the nations' architecture. The colourful drawings depict each of the major styles and influences. A timeline and a glossary are included.
**Suggested Use:** Historic Influences on Architectural Styles; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Design Studies

**Canadian Home Builders' Association Builders' Manual** (Print-Non-Fiction). Canadian Home Builders' Association (CHBA), 2001. 404 p. ISBN 0-86506-062-2 ($69.55. pbk.).

(CAN) Using a concise and well-illustrated layout, this resource outlines the fundamental principles of building energy and resource efficient homes. All aspects of efficient home building are discussed. These begin with the fundamental design considerations and proceed to the foundations, air barrier systems, walls, heating systems, mechanical and electrical systems. This is an excellent resource that provides all the necessary background information students will need. An index is provided.
**Suggested Use:** Building a House; Energy-Efficient Housing
**Other Use:** Construction and Carpentry

**The Canadian Renewable Energy Guide. 2nd ed.** (Print-Non-Fiction). McKirdy, Alexandra R., ed. General Store Publishing House (GSPH), 1999. 228 p. ISBN 1-

894263-07-3 ($29.95 pbk.).

(CAN) *The Canadian Renewable Energy Guide* features case studies that examine how renewable energy technologies are being used in Canada and around the world. While the scope of the book goes beyond construction, there are several chapters dealing with building homes within the Canadian experience. Drawings and photographs help to illustrate the different case studies. This will be a useful resource for those wanting to investigate the possibilities of energy-efficient housing projects. A comprehensive listing of Canadian renewable energy companies and their services is included.
**Suggested Use:** Energy-Efficient Housing; Housing of the Future
**Other Use:** Construction and Carpentry

**Changing Values, Changing Communities: A Guide to the Development of Healthy, Sustainable Communities** (Print-Non-Fiction). Hygeia Consulting and REIC Ltd. Canada Mortgage and Housing Corporation (CMHC), 1997. 97 p. ISBN 0-660-16691-7 ($FREE spiral-bound).

(CAN) Using case studies, the key elements of healthy and sustainable communities are examined. Four alternative planning strategies are presented: neo-traditional planning, the pedestrian pocket, co-housing and the eco-village concept. Each of the case studies illustrates one of the strategies. Photographs, drawings, charts and tables help to illustrate the concept being discussed.
**Suggested Use:** Community Planning and Development; Teacher Reference

**A Concise History of Canadian Architecture** (Print-Non-Fiction). Kalman, Harold. Oxford University Press (OUP), 2000. 661 p. ISBN 0-19-540700-8 ($65.00 hdc.).

(CAN, I/M) This resource is a shortened version of the two-volume *A History of Canadian Architecture*. The book provides a detailed and comprehensive study on Canadian architecture from the dwellings of the early aboriginal peoples to contemporary times. It describes the country's building history in lucid and interesting narrative, and it places the buildings in a social and cultural context. The author brings to light some characteristics of Canadian architects and architecture such as a respect for nature, distinct regional differences and the capacity to produce innovations in response to social issues. Drawings and photographs are used to illustrate all aspects of Canadian architecture. An index is included.
**Suggested Use:** Historic Influences on Architectural Styles; Teacher Reference

**Construction and the Environment** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1993. 49 p. ISBN 0-660-14975-3 ($5.95 pbk.).

(CAN) The purpose of this resource is to alert homebuilders and renovators about the need for environmentally friendly practices. This short booklet identifies several problems such as new house construction waste material and provides very practical suggestions on how practices can be changed to cut down on this waste. Line drawings, charts and graphs are used to highlight the key points.
**Suggested Use:** Energy-Efficient Housing; Housing of the Future; Survey Course - Secondary Level
**Other Use:** Construction and Carpentry

**Design Series** (Video). Learning Zone Express (KIN), 2000. 19 min. each. Order numbers follow. ($129.95).

Recommended titles in this series include the following:

| | |
|---|---|
| *Design I: The Elements* | Order no. 3314/1290 |
| *Design II: The Principles* | Order no. 3315/1290. |

These two videos profile the elements that are common to all aspects of design. Line, shape, colour and texture are examined and applied to areas such as clothing and housing.
**Suggested Use:** General
**Other Use:** Design Studies; Interior Design

**Designing Interiors** (Print-Non-Fiction). Kilmer, Rosemary and Kilmer, W. Otie. Nelson Thomson Learning (NEL), 1992. 642 p. ISBN 0-03-032200-2 ($103.05 hdc.).

This book provides a comprehensive overview of the fundamental knowledge required for the education of an interior designer. Part One explores the historical and theoretical bases of design. Part Two provides an in-depth look at planning residential and commercial spaces. Part Three addresses the relationships and influences of the interior and exterior environments. Part Four examines materials used for building and finishing interior spaces. Part Five includes information on the equipment, furniture and furnishings used in interior spaces. Part Six concludes with aspects of the professional practice and the various ways designers communicate (e.g., drawings, models, photographs). This comprehensive resource includes coloured and black-and-white photographs, floor plans, charts and lined drawings. It contains a table of contents, a glossary and an index.
**Suggested Use:** General
**Other Use:** Design Studies; Interior Design

**Discover Saskatchewan: A Guide to Historic Sites** (Print-Non-Fiction). Lalonde, Meika and LaClare, Elton. (Discover Saskatchewan Series). Canadian Plains Research Centre (CPRC), 1998. 206 p. ISBN 0-88977-095-6 ($19.95 pbk.).

(SK) This book is aimed at letting people discover and learn about historic sites in Saskatchewan. While it appears to be applicable to the study of Saskatchewan in a social studies class, it can also be readily applied to the Housing 30 curriculum. Module two looks at historical influences on architectural styles. Organized by region and using many illustrations, this book provides a good overview of historical housing styles in Saskatchewan.

This resource was distributed to all schools and should be included in resource centre collections.
**Suggested Use:** Historic Influences on Architectural Styles

**Discover Saskatchewan Series** (Print-Non-Fiction). Please refer to the title: *Discover Saskatchewan: A Guide to Historic Sites.*

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Encyclopedia of Interior Design, Volumes 1-2** (Print-Non-Fiction). Banham, Joanna, ed. Fitzroy Dearborn Pub., Inc. (FDP), 1997. 1450 p. ISBN 1-884964-19-2 ($295.00 U.S. hdc.).

In a scholarly fashion, this two-volume set provides detailed descriptions of subjects and individuals related to the history of interiors. The entries fall into two broad categories: those on individuals such as critics, designers and architects; and topics dealing with decoration, room types and furniture. The scope of the information presented focuses on the study of secular interiors. Black-and-white photographs are used throughout the set. An index is included at the end of Volume 2.
**Suggested Use:** Historic Influences on Architectural Styles; Teacher Reference
**Other Use:** Interior Design

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Glossary of Housing Terms. Rev. ed.** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1997. 110 p. ISBN 0-660-16699-2 ($8.95 pbk.).

(CAN) As the title states, this is a glossary of more than 1200 up-to-date housing definitions. This revised edition includes more than 300 definitions to reflect current construction terminology. Several lined diagrams are used throughout the resource. This handy reference book complements the resource *Canadian Wood-Frame House Construction.*
**Suggested Use:** Building a House
**Other Use:** Construction and Carpentry

**The Grow Home** (Print-Non-Fiction). Friedman, Avi. McGill-Queen's University Press (GBW), 2001. 187 p. ISBN 0-7735-2168-2 ($39.95 hdc.).

(CAN) Recognized by the United Nations for his contributions, Avi Friedman's concept of the "grow home" is explained in this resource. By using this resource, teachers will be able to let students know that there are alternatives

to housing that respect the realities of our current needs and are environmentally friendly. Details are given on the history of the development as well as the design and implementation of grow homes. Photographs and drawings illustrate the plans and how they have been put into practice. An index is included.
**Suggested Use:** Community Planning and Development; Housing of the Future; Teacher Reference
**Other Use:** Interior Design

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**The History of Canadian Cities Series** (Print-Non-Fiction). Please refer to the title: *Regina: An Illustrated History.*

**Homebuying Step-by-Step: A Consumer Guide and Workbook** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1997. 24 p. ISBN 0-662-26711-7 ($FREE spiral-bound).

(CAN) This excellent Canadian resource will be of great assistance for the unit on making a house purchase. Using an eight-step approach, students will be able to get useful information on housing needs, market forecasts, affordability, arranging a mortgage, preparing an offer and moving. The sample forms and tables will allow students to use a hands-on approach to better equip them for this future decision.
**Suggested Use:** Housing Needs; Making a Housing Purchase; Survey Course - Secondary Level
**Other Use:** Life Transitions

**Homeowner's Inspection Checklist** (Print-Non-Fiction). Kesik, Ted. Canada Mortgage and Housing Corporation (CMHC), 2000. 107 p. ISBN 0-660-18236-X ($19.95 pbk.).

(CAN) Intended for homeowners, this resource provides excellent information for students as well. In order to understand the basic maintenance and repair routines that are needed for a home, it is important to look at its construction elements. Topics such as cracks in the foundation walls, mold around windows, twisted door jams and poor drainage are all covered through charts and line drawings. Each problem with its corresponding causes and solutions is identified. The skill level needed for the repair is also presented.
**Suggested Use:** Building a House; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Construction and Carpentry

**Homeowner's Manual** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (CMHC), 1999. 167 p. No order number is required. ($39.95 binder).

(CAN) When the construction of a house is complete, this manual is the key to proper upkeep of the structure. The systems and components of a house are discussed, as is the maintenance of those systems. Some of the areas covered include the housing site, foundations, roofs, outside walls, doors and windows, heating and ventilation, plumbing and electrical systems. The expanded table of contents, three-ring binder format and illustrations make the resource very easy to use.
**Suggested Use:** Building a House; Housing Needs
**Other Use:** Construction and Carpentry

**Homes Today and Tomorrow. 6th ed.** (Print-Non-Fiction). Sherwood, Ruth F. Glencoe/McGraw-Hill (MHR), 2002. 670 p. ISBN 0-07-825144-3 ($67.79 hdc.).

This book provides an attractive and informative presentation of various housing and interior design topics. The author covers social and consumer issues as well as construction and design information. The chapter on careers in housing and the career path highlights support the career component in the curriculum guidelines. The importance of developing a portfolio is reinforced in each chapter. This well-organized and easy-to-use text contains many coloured photographs, charts and drawings. The text contains a glossary and an index.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Interior Design

**Houses and Homes: Housing for Canadians** (Print-Non-Fiction). Sewell, John. James Lorimer & Company Ltd. (FMC), 1994. 272 p. ISBN 1-55028-437-1 ($29.95 hdc.). ISBN 1-55028-436-3 (19.95 pbk.).

(CAN) Author John Sewell, a former mayor of Toronto, provides an in-depth look at housing issues in Canada. Information is included on building good homes, designing good neighbourhoods, public and social housing, rent controls and the problem of homelessness. Several black-and-white photographs and tables are interspersed throughout the text. This scholarly resource includes a table of contents and an index.
**Suggested Use:** Community Planning and Development; Housing Needs; Teacher Reference

**Housing Decisions** (Print-Non-Fiction). Lewis, Evelyn L. and Turner, Carolyn S. Goodheart-Willcox Publisher (NEL), 2000. 543 p. ISBN 1-56637-651-3 ($65.20 hdc.).

Designed for the generalist, this resource helps the reader make wise choices about housing. Topics include housing and human needs, making housing choices, construction, designing the interior and landscaping. A chapter describing careers in housing is included. Each chapter begins with a list of key words and objectives and concludes with a summary, review and project ideas. Many coloured photographs, charts and diagrams enhance this readable text. Included in this resource are a table of contents, a glossary and an index.

**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Interior Design

**Housing for Persons With Disabilities** (Print-Non-Fiction). Canada Mortgage and Housing Corporation (NEL), 1996. 58 p. ISBN 0-660-16420-5 ($11.95 pbk.).

(CAN) Designed to help architects, builders and homeowners, this resource provides solutions when planning residential accommodations for people with varying disabilities. Suggestions for interior as well as exterior living spaces are included. The easy to-read text and well-designed drawings feature new practices and technologies. Current building code standards are incorporated. This resource includes a table of contents.
**Suggested Use:** Housing Needs; Interpreting and Evaluating Housing Plans; Residential Landscaping

**Inside Today's Home. 6th ed.** (Print-Non-Fiction). Nissen, LuAnn, Faulkner, Ray and Faulkner, Sarah. Harcourt Canada Ltd. (NEL), 1994. 672 p. ISBN 0-03-055492-6 ($104.50 pbk.).

This comprehensive resource focuses on the dimensions of interior design. The author begins with an introduction to the profession of interior design and its historical background. Part Two addresses the fundamentals of design. Part Three expands on the design of residential spaces. Part Four provides material on construction and materials. Part Five covers interior components and treatments. The book concludes with a section on business matters and professional issues. Many coloured photographs and charts enhance the text. This resource includes a table of contents, a glossary and an index.
**Suggested Use:** Housing Needs; Interpreting and Evaluating Housing Plans
**Other Use:** Interior Design

**Keeping the Heat In. Rev. ed**. (Print-Non-Fiction). Natural Resources Canada (NRC), 2000. 134 p. ISBN 0-662-28633-2 ($FREE online).

(CAN) This excellent do-it-yourself resource provides very practical advice about how to increase the energy efficiency of a typical home. Following a general discussion about how the airflow within a home works, specific information is provided on roofs, attics, basements, walls, windows and doors. In each chapter, line drawings are used to illustrate how to fix common problems that allow energy to escape from the home. An index is provided.

This resource is only available online at http://oee.nrcan.gc.ca/, Office of Energy Efficiency – National Resources Canada.
**Suggested Use:** Energy-Efficient Housing, Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Construction and Carpentry

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**The New Natural House Book: Creating a Healthy, Harmonious, and Ecologically Sound Home. Rev. ed.** (Print-Non-Fiction). Pearson, David. Fireside Bks. (SHU), 1998. 304 p. ISBN 0-684-84733-7 ($37.00 pbk.).

According to author David Pearson, "Health for the body, peace for the spirit, harmony with the environment - these are the criteria of the natural house." Part One of *The New Natural House Book* describes how your home interacts with the environment and you. Part Two deals with all aspects of a home, showing you how to service, build and furnish a home for ecology and health. Part Three applies the principles of peace, harmony and health to the design of spaces in the home. The breathtaking photographs and muted drawings add to the appeal of this resource. The appendices include charts on sustainable timber, fabrics, grasses, canes, natural paints, varnishes, finishes and household cleaners. This book contains a table of contents and an index.
**Suggested Use:** Energy-Efficient Housing; Housing Needs; Housing of the Future
**Other Use:** Interior Design

**The Passive Solar House** (Print-Non-Fiction). Kachadorian, James. (Real Goods Independent Living Books Series). Chelsea Green Publishing (NIM), 1997. 210 p. ISBN 0-930031-97-0 ($35.95 pbk.).

(CAN) Designed for the beginner, as well as the expert, this resource will provide the answers needed for designing and building a solar house. The accompanying tables provide data for Canadian cities that will be useful when making decisions about the viability of solar houses in our climate. The many photographs, drawings and tables will take the readers through virtually any problem they may encounter. An index is included.
**Suggested Use:** Building a House; Energy-Efficient Housing; Teacher Reference
**Other Use:** Construction and Carpentry

**Prescriptions for a Healthy House: A Practical Guide for Architects, Builders, & Homeowners. Rev. & expanded 2nd ed.** (Print-Non-Fiction). Baker-Laporte, Paula, Elliott, Erica and Banta, John. New Society Publishers (NSP), 2001. 315 p. ISBN 0-86571-434-7 ($36.95 pbk.).

(CAN) Interior environments are becoming more suspect as the cause of serious illnesses. This resource identifies the sources of indoor pollution and construction strategies for creating a healthy home. Detailed information is provided on site selection, the use of concrete, moisture control, openings, finishes, mechanical and electrical elements that could affect the health of a home. Line drawings and photographs are used throughout the book. An index is included.
**Suggested Use:** Housing Needs; Housing of the Future; Teacher Reference
**Other Use:** Construction and Carpentry

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities. Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition*.

**Real Goods Independent Living Books Series** (Print-Non-Fiction). Please refer to the titles: *The Passive Solar House* and *The Straw Bale House.*

**Regina: An Illustrated History** (Print-Non-Fiction). Brennan, J. William. (The History of Canadian Cities Series). James Lorimer & Company Ltd. (FMC), 1989. 224 p. ISBN 1-55028-250-6 ($34.95 hdc.).

(SK) This book presents Regina's history through text, well selected black-and-white photographs, maps and statistical tables. Many aspects of the past are recounted: cultural, social, sporting events, population growth, economic development and the changing landscape. This book contains a table of contents and an index.
**Suggested Use:** Community Planning and Development; Historic Influences on Architectural Style

**Residential Housing & Interiors** (Print-Non-Fiction). Kicklighter, Clois E. and Kicklighter, Joan C. Goodheart-Willcox Publisher (NEL), 1998. 512 p. ISBN 1-56637-429-4 ($67.16 pbk.). Student Activity Guide - ISBN 1-56637-430-8 ($17.56 pbk.).

This comprehensive resource provides information on planning, building and decorating a home. The authors cover the initial factors affecting the type of housing wanted to the final landscaping design. This new edition provides expanded coverage of colour, design principles and lighting. A new chapter has been included on computer applications and the ways they are being used in the housing industry today. Coloured photographs, floor plans, diagrams and charts are interspersed throughout the text. Included in this resource are a table of contents, a glossary and an index.

The student activity guide includes chapter-by-chapter activities.
**Suggested Use:** General
**Other Use:** Interior Design

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**A Shelter Sketchbook: Timeless Building Solutions** (Print-Non-Fiction). Taylor, John S. Chelsea Green Publishing (NIM), 1997. 157 p. ISBN 1-890132-02-0 ($25.95 pbk.).

Using hundreds of pen-and-ink sketches and captions, this book describes building solutions from around the world and from different periods of history. Three perspectives have shaped the development of architects throughout history: environmental factors (e.g., climate, predators, geography), human needs (e.g., spaces required for sleeping and cooking) and available resources (e.g., materials, skilled workers). This book provides timeless solutions to anyone involved in designing and building today. This interesting book contains a table of contents, a bibliography and an index.
**Suggested Use:** Historic Influences on Architectural Styles; Housing Needs

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc- drhc.gc.ca/awm/default.asp.

**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Straw Bale Building: How to Plan, Design & Build With Straw** (Print-Non-Fiction). Magwood, Chris and Mack, Peter. New Society Publishers (NSP), 2000. 234 p. ISBN 0-86571-403-7 ($29.95 pbk.).

(CAN) This is an excellent resource that can provide students with an alternative view to housing and construction. Each procedure and technique is explained in clear and concise terms. Photographs and line drawings are used to illustrate each step of the process. Following an introduction to the basics of straw bale construction, the design and construction procedures are dealt with in detail. The book also includes a special focus on northern climates and how it influences the construction of straw bale buildings. An index is provided.
**Suggested Use:** Energy-Efficient Housing; Housing of the Future; Survey Course - Secondary Level
**Other Use:** Construction and Carpentry

**The Straw Bale House** (Print-Non-Fiction). Steen, Athena, et al. (Real Goods Independent Living Book Series). Chelsea Green Publishing (NIM), 1994. 297 p. ISBN 0-930031-71-7 ($40.00 pbk.).

If teachers or their students are looking for a different type of construction project, this resource could provide that alternative. In a very thorough step-by-step fashion, the book offers all the information needed to construct a straw bale house. The first few chapters discuss the benefits and concerns people may have, while the rest of the book looks at the construction process. For the most part, the basic construction principles will be the same as for regular house construction. Photographs and drawings help to illustrate each step of the process. An index is included.
**Suggested Use:** Energy-Efficient Housing; Housing of the Future
**Other Use:** Construction and Carpentry

**3D Home Architect Deluxe** (CD-ROM). Broderbund Software, Inc. (BDB), 2002. Order no. 181541 ($39.99 U.S.).

This easy-to-use program allows students to draw and edit contractor-ready home plans. It includes over 350 customizable floor plans, landscape planning, interior and exterior surfaces and multistory 3D walkthroughs. Students can reach their finished plan in a minimal amount of steps. The reference manual provides excellent support for the program. This evaluation was based on Version 3.0.
**Suggested Use:** Building a House; Interpreting and Evaluating Housing Plans; Teacher Reference
**Other Use:** Design Studies; Drafting and Computer-Aided Design; Interior Design

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use**: Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video.) Please refer to the title: *Dying to Work.*

**What Is a House?: The Dream We Live In** (Video). Learning Seed Company (MCI), 1999. 22 min. Order no. 200106 ($129.00).

This video explores housing from a sociological perspective. The basic meaning of shelter is discussed, and the past and future of housing developments are examined. This program addresses thought-provoking topics such as why the size of houses is growing while the average family size is getting smaller and how porches in the front became patios and decks in the back.

**Suggested Use:** Community Planning and Development

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Floor Plan 3D: Design Suite** (CD-ROM). IMSI Software Publishing, 1998. ISBN 1-57632138-X.

*Floor Plan 3D Design Suite* includes floor plans, exteriors, elevations, furniture, textures and backgrounds and landscaping. It allows students to draw and customize their drawings. A few basic computer skills (e.g., using a mouse, making selections from menus and opening and closing files) are all that are needed to use this program. The reference manual provides ample support for the program.
**Suggested Use:** Interpreting and Evaluating Housing Plans; Residential Landscaping
**Other Use:** Interior Design

**The Illustrated Home Series** (Print-Non-Fiction). Carson, Alan and Dunlop, Robert. Stoddart Publishing Co. Ltd., 2000. 106 p.

Recommended titles in this series include the following:

| | |
|---|---|
| *Electrical, Plumbing, Insulation and the Interior* | ISBN 0-7737-6147-0 |
| *Heating and Air Conditioning* | ISBN 0-7737-6146-2 |
| *Structure, Roofing and the Exterior* | ISBN 0-7737-6145-4. |

(CAN) Using a series of detailed drawings and plans, this series of books clearly points out the problems that may arise with a home and how to fix them. Topics such as cedar shingle application, window installation, beam rotation and location of electrical outlets are shown. The books are an excellent resource in several courses.
**Suggested Use**: Building a House; Survey Course - Secondary Level
**Other Use:** Drafting and Computer-Aided Design

**Inspecting a House: A Guide for Buyers, Owners, and Renovators. 2nd rev. ed.** (Print-Non-Fiction). Carson, Alan and Dunlop, Robert. Stoddart Publishing Co., Ltd., 1999. 200 p. ISBN 0-7737-6037-7.

(CAN) Aimed at prospective homebuyers, this resource can also be useful to the construction student. By discussing how to decide if a house is in good condition, students can see the end result of their work. Areas such as the exterior and interior structure of a house are covered as well as the heating, electrical and plumbing systems. If students can see where the potential problems may arise, they can then understand the importance of the construction work they are learning. An index and a glossary are included.

**Suggested Use:** Building a House; Making a Housing Purchase

**Other Use:** Construction and Carpentry

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Housing 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other housing resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Architecture: Drafting and Design. 7th ed.** (Print-Non-Fiction). Hepler, Donald E., Wallach, Paul Ross and Hepler, Dana J. Glencoe/McGraw Hill (MHR), 1998. 800 p. ISBN 0-02-637067-0 ($85.81 hdc.). Student Workbook - ISBN 0-02-637069-7 ($29.70 pbk.). Teacher's Resource Binder - ISBN 0-02-637068-9 ($150.95).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Designing Interiors** (Print-Non-Fiction). Kilmer, Rosemary and Kilmer, W. Otie. Nelson Thomson Learning (NEL), 1992. 642 p. ISBN 0-03-032200-2 ($103.05 hdc.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Homes Today and Tomorrow. 6th ed.** (Print-Non-Fiction). Sherwood, Ruth F. Glencoe/McGraw-Hill (MHR), 2002. 670 p. ISBN 0-07-825144-3 ($67.79 hdc.).

**Houses and Homes: Housing for Canadians** (Print-Non-Fiction). Sewell, John. James Lorimer & Company Ltd. (FMC), 1994. 272 p. ISBN 1-55028-437-1 ($29.95 hdc.). ISBN 1-55028-436-3 (19.95 pbk.).

**Housing Decisions** (Print-Non-Fiction). Lewis, Evelyn L. and Turner, Carolyn S. Goodheart-Willcox Publisher (NEL), 2000. 543 p. ISBN 1-56637-651-3 ($65.20 hdc.).

**Inside Today's Home. 6th ed.** (Print-Non-Fiction). Nissen, LuAnn, Faulkner, Ray and Faulkner, Sarah. Harcourt Canada Ltd. (NEL), 1994. 672 p. ISBN 0-03-055492-6 ($104.50 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Residential Housing & Interiors** (Print-Non-Fiction). Kicklighter, Clois E. and Kicklighter, Joan C. Goodheart-Willcox Publisher (NEL), 1998. 512 p. ISBN 1-56637-429-4 ($67.16 pbk.). Student Activity Guide - ISBN 1-56637-430-8 ($17.56 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Bob Vila's Home Site*
http://www.bobvila.com/

*Canada Mortgage and Housing Corporation*
http://www.cmhc-schl.gc.ca/

*Canadian Home Builders Association*
http://www.chba.ca/

*Canadian Real Estate Association*
http://www.crea.ca/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Chief Architect*
http://www.chiefarch.com/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Green Building Information Centre*
http://greenbuilding.ca/GBIC.htm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Affordable Housing Network*
http://www.nahn.com/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Public Legal Education Association of Saskatchewan*
http://www.plea.org/

*Ready for Work*
http://www.readyforwork.sk.ca

*Renovating Your Home*
http://www.chba.ca/renovatingyourhome/renovatingyourhome.html

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Building a House**

The Art of Natural Building: Design
Canadian Home Builders' Association
Floor Plan 3D **(Out of Print Section)**
Glossary of Housing Terms
Homeowner's Inspection Checklist
Homeowner's Manual
The Illustrated Home **(Out of Print Section)**
Inspecting a House: A **(Out of Print Section)**
The Passive Solar House
3D Home Architect Deluxe

**Career Development**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning

**Choosing a Residential Location**

Architecture: Residential Drawing and Design

**Community Planning and Development**

Changing Values, Changing Communities
The Grow Home
Houses and Homes: Housing for Canadians
Regina: An Illustrated History
What Is a House?: The Dream We Live In

**Energy-Efficient Housing**

The Art of Natural Building: Design
Canadian Home Builders' Association
The Canadian Renewable Energy Guide
Construction and the Environment
Keeping the Heat In
The New Natural House Book: Creating a
The Passive Solar House
Straw Bale Building: How to Plan, Design
The Straw Bale House

**General**

Architecture: Drafting and Design
Design Series
Designing Interiors
Homes Today and Tomorrow
Housing Decisions
Residential Housing & Interiors

**Historic Influences on Architectural Styles**

The Architecture of Douglas Cardinal
Building Canada
A Concise History of Canadian Architecture
Discover Saskatchewan: A Guide to History
Encyclopedia of Interior Design, Volumes
Regina: An Illustrated History
A Shelter Sketchbook: Timeless Building

**Housing Needs**

Architecture: Residential Drawing and Design
Homebuying Step-by-Step: A Consumer
Homeowner's Manual
Houses and Homes: Housing for Canadians
Housing for Persons With Disabilities
Inside Today's Home
The New Natural House Book: Creating a
Prescriptions for a Healthy House: A Practical
A Shelter Sketchbook: Timeless Building

**Housing of the Future**

The Art of Natural Building: Design
The Canadian Renewable Energy Guide
Construction and the Environment
The Grow Home
The New Natural House Book: Creating a
Prescriptions for a Healthy House: A Practical
Straw Bale Building: How to Plan, Design
The Straw Bale House

### Interpreting and Evaluating Housing Plans

Architectural Drawing and Light Construction
Architecture: Residential Drawing and Design
Floor Plan 3D: Design **(Out of Print Section)**
Housing for Persons With Disabilities
Inside Today's Home
3D Home Architect Deluxe

### Making a Housing Purchase

Homebuying Step-by-Step: A Consumer
Inspecting a House: A **(Out of Print Section)**

### Residential Landscaping

Floor Plan 3D: Design **(Out of Print Section)**
Housing for Persons With Disabilities

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Building Canada
Helping Solve the **(Out of Print Section)**
Homeowner's Inspection Checklist
Keeping the Heat In

### Survey Course - Secondary Level

Architecture: Drafting and Design
Building Canada
Construction and the Environment
Helping Solve the **(Out of Print Section)**
Homebuying Step-by-Step: A Consumer
Homeowner's Inspection Checklist
Homes Today and Tomorrow
Housing Decisions
The Illustrated Home **(Out of Print Section)**
Keeping the Heat In
Straw Bale Building: How to Plan, Design

### Teacher Reference

Architectural Drawing and Light Construction
Blueprint for Life/Work Designs
Changing Values, Changing Communities
A Concise History of Canadian Architecture
Encyclopedia of Interior Design, Volumes 1-2
Essential Skills/Compétences Essentielles
The Grow Home
Guide for New Workers: Counsellor
Houses and Homes: Housing for Canadians
The Passive Solar House
Prescriptions for a Healthy House: A Practical
Step Into the World of Workplace Learning
3D Home Architect Deluxe

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**CD-ROM**

Essential Skills/Compétences Essentielles
Floor Plan 3D: Design **(Out of Print Section)**
Moving Online…More *Ready for Work*
3D Home Architect Deluxe

**Kit**

Ready for Work

**Print-Non-Fiction**

Architectural Drawing and Light Construction
Architecture: Drafting and Design
The Architecture of Douglas Cardinal
Architecture: Residential Drawing and Design
The Art of Natural Building: Design
Building Canada
Blueprint for Life/Work Designs
Canadian Home Builders' Association
The Canadian Renewable Energy Guide
Changing Values, Changing Communities
A Concise History of Canadian Architecture
Construction and the Environment
Designing Interiors
Discover Saskatchewan: A Guide to
Employability Skills Toolkit for the Self
Encyclopedia of Interior Design, Volumes
Glossary of Housing Terms
The Grow Home
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Homebuying Step-by-Step: A Consumer
Homeowner's Inspection Checklist
Homeowner's Manual
Homes Today and Tomorrow
Houses and Homes: Housing for Canadians
Housing Decisions
Housing for Persons With Disabilities
The Illustrated Home **(Out of Print Section)**
Inside Today's Home
Inspecting a House: A **(Out of Print Section)**
Keeping the Heat In
The New Natural House Book: Creating a
The Passive Solar House
Prescriptions for a Healthy House: A Practical
Regina: An Illustrated History
Residential Housing & Interiors
A Shelter Sketchbook: Timeless Building
Step Into the World of Workplace Learning
Straw Bale Building: How to Plan, Design
The Straw Bale House

**Video**

Design Series
Don't Risk Your Life
Dying to Work
Understanding Hazards and Risks
What Is a House?: The Dream We Live In
WHMIS

# Interior Design 30

## Titles and Descriptions

**Architecture: Residential Drawing and Design** (Print-Non-Fiction). Kicklighter, Clois E., Kicklighter, Joan C. and Baird, Ronald J. Goodheart-Willcox Publisher (NEL), 2000. 688 p. ISBN 1-56637-590-8 ($71.16 hdc.).

This text offers extensive information necessary for planning different types of dwellings. The author provides traditional as well as computer-based methods used to prepare architectural working drawings. The many coloured photographs, diagrams, charts, and floor plans enhance the text. New content on access for people with disabilities, CADD applications, and new products and methods of construction are included. The text includes a table of contents, a glossary, and an index.

The accompanying workbook contains questions, problems and activities that correspond to the chapters in the book.
**Suggested Use:** Applied Design; Teacher Reference
**Other Use:** Construction and Carpentry; Drafting and Computer-Aided Design; Housing

**AutoSketch** (CD-ROM). Autodesk, Inc. (TPU), 1999. No order number is required. ($101.12).

This is a precision drawing tool for creating accurate drawings with power and flexibility. It is useful for engineering and architectural drawings, floor plans, interior design drawings, maps and business graphics. The features of this program are quite extensive and would serve as an inexpensive alternative to the major programs. The needs of most students are met through features such as dimensioning, 3D, AutoSnap and auto array.

This evaluation was based on the 1999 edition. Please check with the company for the latest edition.
**Suggested Use:** Applied Design
**Other Use:** Design Studies; Drafting and Compter-Aided Design

**Bathrooms: Creative Planning for Beautiful Bathrooms** (Print-Non-Fiction). Lee, Vinny. Ryland Peters & Small, Inc. (ALL), 2000. 191 p. ISBN 1-84172-108-5 ($60.00 hdc.).

While the examples of bathroom designs used in this resource may be beyond the reach of the typical family, the book does serve as an idea generator to good design practice. The basic elements and principles of design are incorporated into the bathrooms, creating an interior with visual appeal and functionality. Planning, installing, lighting, furniture, wall and floor treatments are all covered. Beautiful colour photographs dominate the book. An index is included.
**Suggested Use:** General

**Beginnings of Interior Environments. 8th ed.** (Print-Non-Fiction). Allen, Phyllis Sloan, Stimpson, Miriam F. and Jones, Lynn M. Prentice Hall Inc. (PRN), 2000. 385 p. ISBN 0-13-083290-1 ($105.95 hdc.).

This general resource addresses many aspects of interior design. The topics covered include design theory and applications, building systems, space planning, furniture and furnishings, interior and exterior styles, and careers in interior design. The abundant use of excellent graphics and coloured photographs makes this a useful teacher and student resource. Included in the text are a table of contents, a glossary, a bibliography and an index.

The student packet contains worksheets that will assist students with project work.

The instructor's manual is only available by calling the publisher directly at 1-888-867-7772.
**Suggested Use:** General; Survey Course - Secondary Level

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Decorative Style: The Most Original and Comprehensive Sourcebook of Styles, Treatments, Techniques, and Materials** (Print-Non-Fiction). McCloud, Kevin. Simon & Schuster, Inc. (SHU), 1990. 350 p. ISBN 0-671-69142-2 ($66.50 hdc.).

The author, Kevin McCloud, presents 40 decorating styles along with the tools, techniques and materials necessary to create each unique effect. Classical, country, medieval, renaissance and Victorian are among the styles presented. A section entitled "Tools, Materials, & Techniques" includes useful information on brushes, kinds of paints, different surfaces and how to achieve different decorating effects. The "Decorator's Reference" section includes many beneficial charts, recipes, hints and tips. The numerous coloured photographs and the step-by-step directions using print and visuals make this a useful resource. This book includes a table of contents, a glossary and an index.
**Suggested Use:** General

**Design Drawing** (Print-Non-Fiction). Lockard, William Kirby. Norton, W.W., & Co. (CDS), 2001. 288 p. ISBN 0-393-73040-9 ($65.00 pbk.).

While computer-aided drafting appears to have made drawings obsolete, the expanding use of computers has actually helped to define what type of drawings are still worth learning. This resource concentrates on learning the skills of quick freehand conceptual sketches and on creating a freehand layer of drawing that can be combined with computer drawing. Perception, conception, representation, perspective and combining hand drawing with digital are the main sections. An index is provided.
**Suggested Use:** Elements and Principles of Design
**Other Use:** Design Studies; Drafting and Computer-Aided Design

**Design Drawing Experiences** (Print-Non-Fiction). Lockard, William Kirby. Norton, W.W., & Co. (CDS), 2000. 143 p. ISBN 0-393-73041-7 ($48.99 hdc.).

The 60 exercises in this book are designed to help students learn the various drawing procedures and skills. While students may understand the technical aspects for laying out perspectives and casting shadows, this resource will help them add figures, furniture and other materials freehand. The key sections deal with orthographic drawing, perspective, drawing entourage, placing materials, shadow-casting and direct-perspective layout. The procedures are broken down into easily understood steps and are very well illustrated.
**Suggested Use:** Elements and Principles of Design
**Other Use:** Design Studies; Drafting and Computer-Aided Design

**Design Series** (Video). Learning Zone Express (KIN), 2000. 19 min. each. Order numbers follow. ($129.95).

Recommended titles in this series include the following:

| | |
|---|---|
| *Design I: The Elements* | Order no. 3314/1290 |
| *Design II: The Principles* | Order no. 3315/1290. |

These two videos profile the elements that are common to all aspects of design. Line, shape, colour and texture are examined and applied to areas such as clothing and housing.
**Suggested Use:** General
**Other Use:** Design Studies; Housing

**Designing a Restaurant** (Video).
Classroom Video (CVO), 1999. 22 min. No order number is required. ($79.00).

This video examines how a heritage building in Sydney, Australia was turned into a restaurant. The design and construction phase are dealt with as well as the work of putting together a functional kitchen. Although it is an Australian example, the principles remain the same for Canada.
**Suggested Use:** Applied Design
**Other Use:** Commercial Cooking; Construction and Carpentry; Tourism, Hospitality and Entrepreneurship

**Designing Interiors** (Print-Non-Fiction).
Kilmer, Rosemary and Kilmer, W. Otie.
Harcourt Canada Ltd. (NEL), 1992. 642 p.
ISBN 0-03-032233-2 ($103.00 pbk.).

This book provides a comprehensive overview of the fundamental knowledge required for the education of an interior designer. Part One explores the historical and theoretical bases of design. Part Two provides an in-depth look at planning residential and commercial spaces. Part Three addresses the relationships and influences of the interior and exterior environments. Part Four examines materials used for building and finishing interior spaces. Part Five includes information on the equipment, furniture and furnishings used in interior spaces. Part Six concludes with aspects of the professional practice and the various ways designers communicate (e.g., drawings, models, photographs). This comprehensive resource includes coloured and black-and-white photographs, floor plans, charts and lined drawings. It contains a table of contents, a glossary and an index.
**Suggested Use:** General
**Other Use:** Design Studies; Housing

**Don't Risk Your Life** (Video).
Saskatchewan Labour **(MGR)**, 2003. 15 min.
Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000.
19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Easy Upholstery Step by Step** (Print-Non-Fiction). Luke, Heather. Krause Publications, Inc. (FEN), 1993. 192 p. ISBN 0-8019-8630-3 ($38.00 pbk.).

As the author states, this resource offers "50 projects to transform and revitalize your furnishings and room treatments." This combination of projects and step-by-step instructions will allow students to finish their upholstery pieces with a flourish. Some of the projects are more oriented to interior design with chapters on areas such as room treatments, boxes and baskets, and contemporary style. Other chapters deal with the workroom, choosing fabrics, cushions, chairs and headboards. Colourful photographs and drawings complement the numbered step-by-step instructions. An index and a glossary are included.
**Suggested Use:** Furniture and Appliances; Survey Course - Secondary Level
**Other Use:** Upholstery

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conference board.ca/nbec /toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Encyclopedia of Interior Design, Volumes 1-2** (Print-Non-Fiction). Banham, Joanna, ed. Fitzroy Dearborn Pub., Inc. (FDP), 1997. 1450 p. ISBN 1-884964-19-2 ($295.00 U.S. hdc.).

In a scholarly fashion, this two-volume set provides detailed descriptions of subjects and individuals related to the history of interiors. The entries fall into two broad categories: those on individuals such as critics, designers and architects; and topics dealing with decoration, room types and furniture. The scope of the information presented focuses on the study of secular interiors. Black-and-white photographs are used throughout. An index is included at the end of Volume 2.
**Suggested Use:** General; Teacher Reference
**Other Use:** Housing

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Grow Home** (Print-Non-Fiction). Friedman, Avi. McGill-Queen's University Press (GBW), 2001. 187 p. ISBN 0-7735-2168-2 ($39.95 hdc.).

(CAN) Recognized by the United Nations for his contributions, Avi Friedman's concept of the "grow home" is explained in this resource. By using this resource, teachers will be able to let students know that there are alternatives to housing that respect the realities of our current needs and are environmentally friendly. Details are given on the history of the development as well as the design and implementation of grow homes. Photographs and drawings illustrate the plans and how they have been put into practice. An index is included.
**Suggested Use:** Applied Design; Teacher Reference
**Other Use:** Housing

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Homes Today and Tomorrow. 6th ed.** (Print-Non-Fiction). Sherwood, Ruth F. Glencoe/McGraw Hill (MHR), 2002. 670 p. ISBN 0-07-825144-3 ($75.60 hdc.).

This book provides an attractive and informative presentation of various housing and interior design topics. The author covers social and consumer issues as well as construction and design information. The chapter on careers in housing and the career path highlights support the career component in the curriculum guidelines. The importance of developing a portfolio is reinforced in each chapter. This well-organized and easy-to-use

text contains many coloured photographs, charts, and drawings. The text contains a glossary and an index.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Housing

**Housing Decisions** (Print-Non-Fiction). Lewis, Evelyn L. and Turner, Carolyn S. Goodheart-Willcox Publisher (NEL), 2000. 543 p. ISBN 1-56637-651-3 ($65.20 hdc.).

Designed for the generalist, this resource helps the reader make wise choices about housing. Topics include housing and human needs, making housing choices, construction, designing the interior, and landscaping. A chapter describing careers in housing is included. Each chapter begins with a list of key words and objectives and concludes with a summary, review, and project ideas. Many coloured photographs, charts and diagrams enhance this readable text. Included in this resource are a table of contents, a glossary and an index.
**Suggested Use:** General
**Other Use:** Housing

**How to Decorate: The Best of Martha Stewart Living** (Print-Non-Fiction). Clarkson Potter Publishing (RAN), 1996. 160 p. ISBN 0-517-88780-0 ($26.00 hdc.).

Whether users are trying to create a relaxing, working, gathering, or a comforting space, author Martha Stewart has written a resource that provides insight into the world of decorating. In addition to the sections on spaces, she includes chapters on colour, windows, light, walls and floors. The friendly text and exceptional coloured photographs make this a useful book for students and teachers. This resource includes a table of contents and an index.
**Suggested Use:** Accessories; Elements and Principles of Design; Openings, Windows, Window Treatments, and Doors; Survey Course - Secondary Level; Treatment of Walls and Ceilings

**Inside Today's Home. 6th ed.** (Print-Non-Fiction). Nissen, LuAnn, Faulkner, Ray and Faulkner, Sarah. Harcourt Canada Ltd. (NEL), 1994. 672 p. ISBN 0-03-055492-6 ($104.50 pbk.).

This comprehensive resource focuses on the dimensions of interior design. The author begins with an introduction to the profession of interior design and its historical background. Part Two addresses the fundamentals of design. Part Three expands on the design of residential spaces. Part Four provides material on construction and materials. Interior components and treatments are covered in Part Five. The book concludes with a section on business matters and professional issues. Many coloured photographs and charts enhance the text. This resource includes a table of contents, a glossary and an index.
**Suggested Use:** General
**Other Use:** Housing

**The Interior Design File: Design Your Home With the Confidence of a Professional** (Print-Non-Fiction). Clifton-Mogg, Caroline. Ryland Peters & Small, Inc. (ALL), 2000. 163 p. ISBN 1-84172-107-7 ($29.95 hdc.).

This resource assists the do-it-yourself designer to understand the basic principles of interior design. Armed with this information a more informed decision can be made when visiting furniture, paint and home-design stores. Students will also find this resource very useful as an introduction to the field of interior design. Walls, flooring, textiles, lighting, living rooms, kitchens, bedrooms and bathrooms are all covered. Large colour photographs dominate the text and provide inspirational ideas.
**Suggested Use:** General; Survey Course - Secondary Level

**Interior Design: The Basics** (Video). Learning Zone Express (KIN), 2001. 21 min. No order number is required. ($129.95).

This program provides a good overview to the basic principles of interior design. Excellent

visuals are used to represent each of the main design concepts as they are discussed.
**Suggested Use:** General

**Modern Retro: Living With Mid-Century Modern Style** (Print-Non-Fiction). Bingham, Neil and Weaving, Andrew. Ryland Peters & Small, Inc. (ALL), 2000. 143 p. ISBN 1-84172-103-4 ($45.00 hdc.).

An examination of design styles from the 1920s to the 1970s introduces this well-illustrated book. The succeeding chapters discuss the ingredients that are needed for the modern retro look and how to create it in a living room, kitchen, bedroom or bathroom. This visual portfolio provides an excellent source of inspiration to students. An index is included.
**Suggested Use:** General

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**My Name Isn't Martha, But I Can Decorate My Home: The Real Person's Guide to Creating a Beautiful Home Easily and Affordably** (Print-Non-Fiction). Hanby-Robie, Sharon. Pocket Books (SHU), 1998. 265 p. ISBN 0-671-01542-7 ($20.00 pbk.).

This is a friendly how-to manual written for the consumer on home decorating. The information provides affordable tips for decorating spaces from small apartments to large homes. Tricks of the trade, money saving tips, ideas and trends, and cautions for the consumer are included. Many black-and-white lined drawings enhance the text. This book contains a table of contents and a glossary.
**Suggested Use:** Accessories; Furniture and Appliances; Openings, Windows, Window Treatments, and Doors; Treatment of Walls and Ceilings

**The New Natural House Book: Creating a Healthy, Harmonious, and Ecologically Sound Home. Rev. ed.** (Print-Non-Fiction). Pearson, David. Fireside Bks. (SHU), 1998. 304 p. ISBN 0-684-84733-7 ($37.00 pbk.).

According to author David Pearson, "Health for the body, peace for the spirit, harmony with the environment—these are the criteria of the natural house." Part One of *The New Natural House Book* describes how your home interacts with the environment and you. Part Two deals with all aspects of a home, showing how to service, build, and furnish a home for ecology and health. Part Three applies the principles of peace, harmony and health to the design of spaces in the home. The breathtaking photographs and muted drawings add to the appeal of this resource. The appendices include charts on sustainable timber, fabrics, grasses, and canes; natural paints, varnishes, and finishes; and household cleaners. This book contains a table of contents and an index.
**Suggested Use:** Elements and Principles of Design
**Other Use:** Housing

**Paint a Great Impression** (Print-Non-Fiction). Lockhart, Jane, Alepins, Francine, and Whelan, Regina. Benjamin Moore, 1996. 118 p. ISBN 0-9696483-2-4 ($10.00 pbk.)

Using paint as the medium, a dated suburban home is transformed into a vibrant modern showpiece. The authors suggest how to choose a colour palette to create flow and continuity in the home. Step-by-step techniques for tickling, smooshing, shadowing and dragging are included. These unique techniques are used on floors, walls, stairs, doors and counters. The many coloured photographs, common myths, painting tips and the before-and-after pictures make this a valuable resource. This book includes a table of contents and an index.

This resource is only available through Benjamin Moore paint stores.
**Suggested Use:** Treatment of Walls and Ceilings

**Painted Finishes for Walls & Furniture: Easy Techniques for Great New Looks** (Print-Non-Fiction). Driggers, Susan Goans. Sterling Publishing Co., Inc. (STE), 1999. 128 p. ISBN 0-8069-9416-9 ($14.95 U.S. pbk.).

Created for the do-it-yourself homeowner, this beautifully illustrated resource provides step-by-step instructions for creating different effects with paint. Following a chapter detailing the supplies that are needed, information is provided about surface preparation, faux finished, glazing, ageing, stencilling and design painting. The techniques discussed can be used on walls or furniture. An index is provided.
**Suggested Use:** Survey Course - Secondary Level; Treatment of Walls and Ceilings

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provides more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Residential Housing & Interiors** (Print-Non-Fiction). Kicklighter, Clois E. and Kicklighter, Joan C. Goodheart-Willcox Publisher (NEL), 1998. 512 p. ISBN 1-56637429-4 ($67.16 pbk.). Student Activity Guide - ISBN 1-56637-430-8 ($17.56 pbk.).

This comprehensive resource provides information on planning, building and decorating a home. The authors cover the initial factors affecting the type of housing wanted to the final landscaping design. This new edition provides expanded coverage of colour, design principles and lighting. A new chapter has been included on computer applications and the ways they are being used in the housing industry today. Coloured photographs, floor plans, diagrams and charts are interspersed throughout the text. Included in this resource are a table of contents, a glossary and an index. The student activity guide includes chapter-by-chapter activities.
**Suggested Use:** General
**Other Use:** Housing

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**The Secret Life of Rooms: Interior Design Basics** (Video). Learning Seed Company (MCI), 2000. 22 min. Order no. 200131 ($129.00).

In this fascinating video, viewers learn how we shape our rooms and how our rooms shape us. Colour, proportion and furniture styles are the heart of interior design, but it is the relationship of people to things and space that create the soul of a room.
**Suggested Use:** Elements and Principles of Design

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use:** All PAA Curricula

**3D Home Architect Deluxe** (CD-ROM). Broderbund Software, Inc. (BDB), 2002. Order no. 181541 ($39.99 U.S.).

This easy-to-use program allows students to draw and edit contractor-ready home plans. It includes over 350 customizable floor plans, landscape planning, interior and exterior surfaces, and multistory 3D walkthroughs. Students can reach their finished plan in a minimal amount of steps.
The reference manual provides excellent support for the program.
**Suggested Use:** Applied Design; Elements and Principles of Design
**Other Use:** Drafting and Computer-Aided Design; Housing

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Floor Plan 3D: Design Suite** (CD-ROM). IMSI Sotware Publishing, 1998. ISBN 1-57632138-X.

*Floor Plan 3D Design Suite* includes floor plans, exteriors, elevations, furniture, textures and backgrounds, and landscaping. It allows students to draw and customize their drawings. A few basic computer skills ( e.g., using a mouse, making selections from menus, and opening and closing files) are all that are needed to use this program. The reference manual provides ample support for the program.
**Suggested Use:** Applied Design; Furniture and Appliances; Openings, Windows, Window Treatments and Doors
**Other Use:** Housing

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions. Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Tricia Guild on Colour: Decoration, Furnishing, Display** (Print-Non-Fiction). Guild, Tricia and Wilhide, Elizabeth. Stoddart Publishing Co. Ltd., 1996. 191 p. ISBN 0-7737-5847-X.

This book presents a festival of colour in interior design. The author discusses the physical and psychological aspects of colour. Individual chapters take a look at various colours—white, blue, green, yellow, natural, terracotta and red. Guild provides information on the feeling one gets when certain colours and shades are used. She discusses how to combine patterns and colours in arrangements. The full-page and double-page photographs are breathtaking. Included in this resource are a table of contents, a section of colour palettes and an index.
**Suggested Use:** Accessories; Elements and Principles of Design; Furniture and Appliances; Treatment of Walls and Ceilings; Visual Design Displays

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning Interior Design 30. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other interior design resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Beginnings of Interior Environments. 8th ed.** (Print-Non-Fiction). Allen, Phyllis Sloan, Stimpson, Miriam F. and Jones, Lynn M. Prentice Hall Inc. (PRN), 2000. 385 p. ISBN 0-13-083290-1($105.95 hdc.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Designing Interiors** (Print-Non-Fiction). Kilmer, Rosemary and Kilmer, W. Otie. Harcourt Canada Ltd. (NEL), 1992. 642 p. ISBN 0-03-032233-2 ($103.00 pbk.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Housing Decisions** (Print-Non-Fiction). Lewis, Evelyn L. and Turner, Carolyn S. Goodheart-Willcox Publisher (NEL), 2000. 543 p. ISBN 1-56637-651-3 ($65.20 hdc.).

**Inside Today's Home. 6th ed.** (Print-Non-Fiction). Nissen, LuAnn, Faulkner, Ray and Faulkner, Sarah. Harcourt Canada Ltd. (NEL), 1994. 672 p. ISBN 0-03-055492-6 ($104.50 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Residential Housing & Interiors** (Print-Non-Fiction). Kicklighter, Clois E. and Kicklighter, Joan C. Goodheart-Willcox Publisher (NEL), 1998. 512 p. ISBN 1-56637429-4 ($67.16 pbk.). Student Activity Guide - ISBN 1-56637-430-8 ($17.56 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

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Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Better Homes and Gardens*
http://www.bhg.com/

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Bob Vila's Home Site*
http://www.bobvila.com/

*Canadian House and Home*
http://www.canadianhouseandhome.com/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Country Living*
http://www.countryliving.com/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Good Housekeeping*
http://www.goodhousekeeping.com/

*Homestore.com - Home & Garden*
http://www.housenet.com/main.asp

*HomeTime.com*
http://www.hometime.com/

*House & Garden*
http://www.housegarden.com/

*House Beautiful Interactive Interiors*
http://www.housebeautifulii.com/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Paint and Wallpaper: Wallpaper Techniques*
http://www.hometime.com/Howto/projects/paint/paint_9.htm

*Popular Mechanics*
http://www.popularmechanics.com/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Accessories

How to Decorate: The Best of Martha
My Name Isn't Martha, But I Can Decorate
Tricia Guild on Colour: **(Out of Print Section)**

### Applied Design

Architecture: Residential Drawing and AutoSketch
Designing a Restaurant
Floor Plan 3D: Design **(Out of Print Section)**
The Grow Home
3D Home Architect Deluxe

### Career Development

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning: A

### Elements and Principles of Design

Design Drawing
Design Drawing Experiences
How to Decorate: The Best of Martha
The New Natural House Book: Creating a
The Secret Life of Rooms: Interior Design
3D Home Architect Deluxe
Tricia Guild on Colour: **(Out of Print Section)**

### Furniture and Appliances

Easy Upholstery Step by Step
Floor Plan 3D: Design **(Out of Print Section)**
My Name Isn't Martha, But I Can Decorate
Tricia Guild on Colour: **(Out of Print Section)**

### General

Bathrooms: Creative Planning for Beautiful
Beginnings of Interior Environments
Decorative Style: The Most Original and
Design Series
Designing Interiors
Encyclopedia of Interior Design
Homes Today and Tomorrow
Housing Decisions
Inside Today's Home
The Interior Design File: Design Your Home
Interior Design: The Basics
Modern Retro: Living With Mid-Century
Residential Housing & Interiors

### Openings, Windows, Window Treatments, and Doors

Floor Plan 3D: Design **(Out of Print Section)**
How to Decorate: The Best of Martha
My Name Isn't Martha, But I Can Decorate

### Safety

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Ready for Work
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Helping Solve **(Out of Print Section)**

### Survey Course - Secondary Level

Beginnings of Interior Environments
Easy Upholstery Step by Step
Helping Solve **(Out of Print Section)**
Homes Today and Tomorrow
How to Decorate: The Best of Martha Stewart
The Interior Design File: Design Your Home
Painted Finishes for Walls & Furniture: Easy

### Teacher Reference

Architecture: Residential Drawing and

Blueprint for Life/Work Designs
Encyclopedia of Interior Design
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
The Grow Home
Step Into the World of Workplace Learning: A

**Treatment of Walls and Ceilings**

How to Decorate: The Best of Martha
My Name Isn't Martha, But I Can Decorate
Paint a Great Impression
Painted Finishes for Walls & Furniture: Easy
Tricia Guild on Colour **(Out of Print Section)**

**Visual Design Displays**

Tricia Guild on Colour **(Out of Print Section)**

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

AutoSketch
Essential Skills/Compétences
Floor Plan 3D: Design **(Out of Print Section)**
Moving Online…More *Ready for Work*
3D Home Architect Deluxe

### Print-Non-Fiction

Architecture: Residential Drawing and
Bathrooms: Creative Planning for Beautiful
Beginnings of Interior Environments
Blueprint for Life/Work Designs
Decorative Style: The Most Original and
Design Drawing
Design Drawing Experiences
Designing Interiors
Easy Upholstery Step by Step
Employability Skills Toolkit for the Self
Encyclopedia of Interior Design
The Grow Home
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Homes Today and Tomorrow
Housing Decisions
How to Decorate: The Best of Martha
Inside Today's Home
The Interior Design File: Design Your Home
Modern Retro: Living With Mid-Century
My Name Isn't Martha, But I Can Decorate
The New Natural House Book: Creating a
Paint a Great Impression
Painted Finishes for Walls & Furniture: Easy
Residential Housing & Interiors
Step Into the World of Workplace
Tricia Guild on Colour **(Out of Print Section)**

### Video

Design Series
Designing a Restaurant
Don't Risk Your Life
Dying to Work
Interior Design: The Basics
The Secret Life of Rooms: Interior Design
Understanding Hazards and Risks
WHMIS

# Upholstery 10, 20, 30

## Titles and Descriptions

**Auto Upholstery & Interiors: A Do-It-Yourself, Basic Guide to Repairing, Replacing or Customizing Automotive Interiors. 1st ed.** (Print-Non-Fiction). Caldwell, Bruce. Berkley Publishing Group (PBC), 1997. 136 p. ISBN 1-55788-265-7 ($25.99 pbk.).

Following an introduction to automotive upholstery and a discussion about tools and supplies, this easy-to-use resource provides excellent background information for the do-it-yourself hobbyist. Some of the areas covered include painting interior parts, replacing headliners, carpet, door panels, steering wheels and custom seats. The black-and-white photographs help to illustrate the key points being described. An index is included.
**Suggested Use:** Automotive and Marine

**Auto-Marine Upholstery** (Video). Vista Upholstery Enterprises (VST), 1995. 120 min. No order number is required. ($49.95 U.S.).

This video gives all the necessary details about replacing the upholstery on a bench car seat, a bucket seat and head rests. Information is presented about how to disassemble the seat, remove the old upholstery and sew and apply a new covering. The techniques shown for upholstering marine seats could be used for the covering of kitchen chairs and footstools. Because of the amount of detail given, it would be best to use the video in segments.
**Suggested Use:** Automotive and Marine

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use:** All PAA Curricula

**Consumers Guide of Upholstery Fabric Selection & Care** (Print-Non-Fiction). Jackson, Bruce D. Jolly Upholstery Consultants (JUC), 2000. 101 p. ISBN 0-9701328-0-8 ($19.99 U.S. pbk.).

In this well-laid-out guide, virtually all types of fabrics and leathers used in the upholstery business are discussed. The types of fabrics and the best areas of use are discussed as are the care characteristics and cleaning methods. Illustrations, tips, frequently asked questions and the highlighting of key points all help to make this a very user friendly resource. An extensive glossary is included.
**Suggested Use:** Fabric; Teacher Reference

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Easy Upholstery Step by Step** (Print-Non-Fiction). Luke, Heather. Krause Publications, Inc. (FEN), 1993. 192 p. ISBN 0-8019-8630-3 ($38.00 pbk.).

As the author states, this resource offers "50 projects to transform and revitalize your furnishings and room treatments." This combination of projects and step-by-step instructions will allow students to finish their upholstery pieces with a flourish. Some of the projects are more oriented to interior design with chapters on areas such as room treatments, boxes and baskets, and contemporary style. Other chapters deal with the workroom, choosing fabrics, cushions, chairs and headboards. Colourful photographs and drawings complement the numbered step-by-step instructions. An index and a glossary are included.
**Suggested Use:** Covering, Cushioning and Skirting; Fabric
**Other Use:** Interior Design

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**The Essential Guide to Upholstery** (Print-Non-Fiction). Gates, Dorothy. Whitecap Books Limited (WHI), 2000. 264 p. ISBN 1-55285-080-3 ($29.95 pbk.).

Through the use of short, easy-to-read sections and excellent colour photographs, this resource provides a good overview of upholstery. The first two chapters set the stage by providing background information on the history of upholstery and how to get started with tools, materials and a working space. Techniques that are discussed include estimating materials, springing, stuffing, deep buttoning, borders and cushions. Several projects are included such as a drop-in seat, blanket box, four-fold screen, piano stool, day bed and a button-back chair. Useful information is also provided on decorative choices and expert tips are provided throughout the resource. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use**: All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use**: All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction).

Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Home Repair and Improvement Series** (Print-Non-Fiction). Please refer to the title: *Repairing Furniture.*

**How to Restore Auto Upholstery** (Print-Non-Fiction). Lee, John Martin. Motorbooks International Publishers & Wholesalers (FEN), 1994. 160 p. ISBN 0-87938-948-6 ($31.00 pbk.).

Although somewhat dated, this is still an excellent resource that covers virtually all areas of automotive upholstery. General information is provided on fabrics, cleaning, tools, techniques, carpeting and convertible tops. The many black-and-white photographs supplement the easy-to-follow instructions. Seats, door and side panels, and headliners are all covered. The examples used in the book are dealing with classic cars. A glossary and an index are included.
**Suggested Use:** Automotive and Marine

**Manual Handling** (Video). Safetycare Inc. (SCI), n.d. 10 min. ($220.00).

Manual handling is the movement of items by human energy. If not done properly serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly and how to avoid being injured.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Horticulture; Machining; Mechanical and Automotive; Welding

**Moving Online…More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Welding

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action

Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Repairing Furniture** (Print-Non-Fiction). (Home Repair and Improvement Series). Time-Life Publishing (SBC), 1997. 128 p. ISBN 0-7835-3910-X ($30.95 hdc.).

In a typical Time-Life format, illustrations dominate this resource. These illustrations and an easy-to-follow text combine to create an excellent resource on this topic. While information on reupholstering the furniture is offered in the last section, the other three chapters provide good background information on repairing and refinishing wooden furniture. An index is included.
**Suggested Use:** Furniture Styles, Stripping and Refinishing

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00)

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Electrical and Electronics; Mechanical and Automotive; Welding

**Safety Care Series** (Video). Please refer to the titles: *Personal Protective Equipment* and *Understanding Hazards and Risks.*

**Singer Sewing Reference Library Series** (Print-Non-Fiction). Please refer to the title: *Upholstery Basics.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use:** All PAA Curricula

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI). 2001. 16 min. No order number is required. ($220.00).

*Understanding Hazards and Risks* provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**The Upholsterer's Pocket Reference Book** (Print-Non-Fiction). James, David. Guild of Master Craftsman Publications Ltd. (CMG), 1995. 167 p. ISBN 0-946819-71-8 ($15.95 pbk.).

As the title indicates, this is a resource that will prove very useful as a handy reference for quick information. There are facts, figures, tables, formulae and calculations dealing with tools, materials, suspensions, foams, knots, cushions, measuring and costing. Line drawings are used throughout the resource to illustrate the points being discussed. This is a useful resource for the advanced upholsterer. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Upholstering Side Chairs** (Print-Non-Fiction). Creative Publishing International (FEN), 1994. 14 p. ISBN 0-86573-931-5 ($6.29 pbk.).

Although narrow in scope, this short resource does a good job of giving step-by-step instructions on upholstering a side chair and refinishing furniture. The colour photographs and easy-to-follow text take the mystery out of the upholstery process.
**Suggested Use:** Covering, Cushioning and Skirting; Furniture Styles, Stripping and Refinishing

**Upholstery** (Print-Non-Fiction). Gibert, Vicenc and Lopez, Josep. (Woodworking Class Series). Barron's Educational Series (BAR), 2000. 64 p. ISBN 0-7641-5243-2 ($17.95 hdc.).

Through the use of numerous colour photographs, this resource provides an excellent introduction to the many areas of upholstery. An overview of the craft, materials and tools is given before more detailed information is provided on upholstery basics and projects. In the section on upholstery basics, information is provided on webbings,

springs, filling, techniques and repair. Some of the sample projects include footstools, side chairs, sofas and a wing chair. Each of these sections is covered in two-to-four pages with straightforward instructions attached to each of the illustrations. A glossary is included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Upholstery: A Complete Course. Rev. ed.** (Print-Non-Fiction). James, David. Guild of Master Craftsman Publications Ltd. (CMG), 1999. 309 p. ISBN 1-86108-118-9 ($31.95 pbk.).

In this updated edition, the author has provided an encyclopedic approach to the topic of upholstery. Everything from the history of upholstery to the workshop, proper tools, materials, fabrics and techniques is covered. Each of the short chapters is well-illustrated with line drawings that add clarity and detail to the topic under discussion. The small projects that are used at the end of the resource have colour photographs to illustrate each stage of the process. An index and a glossary are included.
**Suggested Use:** General

**Upholstery: A Manual of Techniques** (Print-Non-Fiction). O'Neill, Hugh. The Crowood Press (VAN), 1999. 208 p. ISBN 1-86126-140-3 ($51.50 pbk.).

This resource can provide useful background information about upholstering older or antique stools, chairs or settees. The book is done in a how-to-do-it style, but the layout makes it more applicable to the advanced upholsterer. Information is given on furniture stripping and refinishing, fabrics, knots, buttons, springs, frames and tools. Colour photographs are used to illustrate key points. An index is included.
**Suggested Use:** General; Teacher Reference

**Upholstery Basics** (Print-Non-Fiction). (Singer Sewing Reference Library Series). Creative Publishing International (FEN), 1997. 127 p. ISBN 0-86573-319-8 ($23.95 pbk.).

This is an excellent resource that uses a combination of colourful photographs, clear instructions and regular household tools to make the upholstery process accessible to almost everyone. Each of the chapters is logically laid out and deals with a small area before moving on to the next stage. Tools, supplies, fabrics, measuring, webbings, springs and cushions are just some of the topics dealt with before several projects are tackled in the last section of the book. An index is included.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Upholstery Fundamentals** (Video). Vista Upholstery Enterprises (VST), 1995. 120 min. No order number is required. ($49.95 U.S.).

Used as a teacher resource, this video will provide background information on hand tools as well as cutting, marking and straightening fabrics. Sewing machines and their features are also covered. Due to the emphasis on details and the techniques used in presenting this detail, students would have a difficult time absorbing the information.
**Suggested Use:** General; Teacher Reference

**Upholstery Techniques and Projects** (Print-Non-Fiction). James, David. Guild of Master Craftsman Publications Ltd. (CMG), 1994. 240 p. ISBN 0-946819-41-6 ($30.95 pbk.).

This resource is intended to be a practical complement to *Upholstery: A Complete Course*. How-to advice is given about proper tools, sewing machine techniques, frame making, knots, fillings, cushions, as well as fabric selection and fitting. There is also a separate chapter on trade calculations. The project section provides a good follow-up to help students put these skills into practice. Colour photographs and line drawings are used throughout the book. This resource will be of particular interest to those who are working on antique furniture.

**Suggested Use:** General; Teacher Reference

**Upholstery Techniques Illustrated. 2nd ed.** (Print-Non-Fiction). Gheen, W. Lloyd. TAB Bks. (MHR), 1994. 365 p. ISBN 0-07-023623-2 ($37.95 pbk.).

As stated in the introduction, "each piece of furniture brings its own new challenges and problems." With this in mind, the author has attempted to create a resource that will provide enough background information to tackle most upholstery jobs, but at the same time inspire readers to go beyond what is offered so they can deal with new challenges. The book provides enough how-to information for the beginner and also acts as a reference for the more advanced student. Tricks-of-the-trade are also offered. Black-and-white photographs are used throughout the text. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**W5 Series** (Video). Please refer to the title: *Dying to Work*.

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Woodworking Class Series** (Print-Non-Fiction). Please refer to the title: *Upholstery*.

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Upholstering Methods** (Print-Non-Fiction). Zimmerman, Fred W. Goodheart-Willcox Publisher, 1992. 191 p. ISBN 0-87006-959-4 (hdc.).

This resource is designed to introduce the basics of upholstery to the beginning student. While all areas of materials, equipment and techniques are covered, there is an emphasis on the selection of upholstery covering. The sample projects are small in nature and best suited to the beginner. Black-and-white photographs and drawings complement the step-by-step instructions. There is also a section on careers in the upholstery industry. An index and a glossary are included.
**Suggested Use:** Career Development; General; Survey Course - Secondary Level

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Upholstery. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of careers and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other upholstery resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**How to Restore Auto Upholstery** (Print-Non-Fiction). Lee, John Martin. Motorbooks International Publishers & Wholesalers (FEN), 1994. 160 p. ISBN 0-87938-948-6 ($31.00 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Upholstery** (Print-Non-Fiction). Gibert, Vicenc and Lopez, Josep. (Woodworking Class Series). Barron's Educational Series (BAR), 2000. 64 p. ISBN 0-7641-5243-2 ($17.95 hdc.).

**Upholstery Basics** (Print-Non-Fiction). (Singer Sewing Reference Library Series). Creative Publishing International (FEN), 1997. 127 p. ISBN 0-86573-319-8 ($23.95 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on A 16, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Auto Trim and Restyling News*
http://www.atrn.com

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Fabrics.net - Fabric Properties and Distinctions*
http://www.fabrics.net/amyupholstery.asp

*Fabrics.net - Wisdom From the Professionals*
http://www.fabrics.net/wisdom.asp

*Home Reno.com*
http://www.homereno.com/index2.html

*How to Select Upholstery Fabric*
http://www.ehow.com/ehow/ehow.jsp?id=13731

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*International School of Upholstery*
http://upholsteryschool.com/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Upholster Magazine Online*
http://www.upholster.com/

*Upholstery Tools and Kits*
http://www.upholster.com/toolkits/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Automotive and Marine**

Auto Upholstery & Interiors: A Do-It-Yourself
Auto-Marine Upholstery
How to Restore Auto Upholstery

**Career Development**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning: A
Upholstering Methods **(Out of Print Section)**

**Covering, Cushioning and Skirting**

Easy Upholstery Step by Step
Upholstering Side Chairs

**Fabric**

Consumers Guide of Upholstery Fabric
Easy Upholstery Step by Step

**Furniture Styles, Stripping and Refinishing**

Repairing Furniture
Upholstering Side Chairs

**General**

The Essential Guide to Upholstery
The Upholsterer's Pocket Reference Book
Upholstering Methods **(Out of Print Section)**
Upholstery
Upholstery: A Complete Course
Upholstery: A Manual of Techniques
Upholstery Basics
Upholstery Fundamentals
Upholstery Techniques and Projects
Upholstery Techniques Illustrated

**Safety**

Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Manual Handling
Moving Online...More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Understanding Hazards and Risks
WHMIS

**Survey Course - Middle Level**

Helping Solve the **(Out of Print Section)**
Upholstery
Upholstery Basics

**Survey Course - Secondary Level**

The Essential Guide to Upholstery
Helping Solve the **(Out of Print Section)**
Upholstering Methods **(Out of Print Section)**
Upholstery
Upholstery Basics
Upholstery Techniques Illustrated

**Teacher Reference**

Blueprint for Life/Work Designs
Consumers Guide of Upholstery Fabric
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning: A
The Upholsterer's Pocket Reference Book
Upholstery: A Manual of Techniques
Upholstery Fundamentals
Upholstery Techniques and Projects

**Work Study**

Blueprint for Life/Work Designs

Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Essential Skills/Compétences Essentielles
Moving Online...More *Ready for Work*

### Kit

Ready for Work

### Print-Non-Fiction

Auto Upholstery & Interiors: A
Blueprint for Life/Work Designs
Consumers Guide of Upholstery Fabric
Easy Upholstery Step by Step
Employability Skills Toolkit for the Self
The Essential Guide to Upholstery
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
How to Restore Auto Upholstery
Repairing Furniture
Step Into the World of Workplace Learning: A
The Upholsterer's Pocket Reference Book
Upholstering Methods **(Out of Print Section)**
Upholstering Side Chairs
Upholstery
Upholstery: A Complete Course
Upholstery: A Manual of Techniques
Upholstery Basics
Upholstery Techniques and Projects
Upholstery Techniques Illustrated

### Video

Auto-Marine Upholstery
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Manual Handling
Personal Protective Equipment
Portable Extinguishers
Safety Care Series
Understanding Hazards and Risks
Upholstery Fundamentals
WHMIS

# Welding 10, 20, A30, B30

## Titles and Descriptions

**Arc Welding** (Print-Non-Fiction). Walker, John R. Goodheart-Willcox Publisher (NEL), 1999. 128 p. ISBN 1-56637-477-4 ($24.76 pbk.).

Using very clear presentations and practical illustrations, this text is useful for the arc welding section of the course. It gives background on welding safety, equipment, electrodes, beads, several types of welds and different welding situations. An index and a glossary are included.
**Suggested Use:** Electric Arc Welding; Survey Course - Secondary Level

**Arc Welding** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1989. 24 min. No order number is required. ($180.00).

In this video, a detailed discussion is provided about electric arc welding. Information is provided on what it is, how it works and how to perform arc welding safely. The various types of welds are also demonstrated.
**Suggested Use:** Electric Arc Welding; Safety

**Basic ARC Welding. 4th ed.** (Print-Non-Fiction). Griffin, Ivan H., et al. Delmar Publications (NEL), 1984. 84 p. ISBN 0-8273-2131-7 ($37.00 pbk.). Instructor's Guide - ISBN 0-8273-2132-5 ($22.00 pbk.).

This fundamental resource introduces the beginning welder to the shielded metal arc welding process. The units include step-by-step procedures for performing basic welds on steel plates. The units progress from introductory level work to more advanced units that require a greater degree of eye-hand coordination. The clearly labelled drawings and black-and-white photographs will help students visualize their end product. Included in the resource are a table of contents and an index.

The instructor's guide provides review questions and answers for each unit in the text.
**Suggested Use:** Electric Arc Welding; Survey Course - Secondary Level

**Basic Oxyacetylene Welding. 4th ed.** (Print-Non-Fiction). Griffin, Ivan H., et al. Delmar Publications (NEL), 1984. 99 p. ISBN 0-8273-2137-6 ($43.50 pbk.). Instructor's Guide - ISBN 0-8273-2138-4 ($22.00 pbk.).

This fundamental resource introduces the beginning welder to the use of the oxyacetylene flame in welding and cutting. The majority of the units include step-by-step procedures for basic welding and cutting on steel plate or sheet metal. The units progress from simple to complex. Review questions are included at the end of each unit. The well-labelled drawings and black-and-white photographs bring clarity to the text. The resource contains a table of contents and an index.

The instructor's guide includes review questions and answers for each unit.
**Suggested Use:** Oxy-Acetylene Cutting; Oxy-Acetylene Welding; Safety; Survey Course - Secondary Level

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Options for Women Series** (Video). Please refer to the title: *Construction.*

**Complete Automotive Welding: Metals and Plastics** (Print-Non-Fiction). Scharff, Robert and Caruso, Dave. (Delmar Automotive Series). Delmar Publications (NEL), 1990. 244 p. ISBN 0-8273-3622-5 ($662.50 pbk.).

With today's unibody vehicles, the body technician has had to learn about the use of new welding equipment and techniques. This excellent resource includes repair methods using MIG welding, oxyacetylene welding, plasma arc cutting, sectioning, brazing and TIG welding. Plastic repair techniques (including fiberglass) are also discussed. The large, bolded headings and detailed drawings make this a useful resource. Included in the text are a table of contents, a glossary and an index.

The instructor's guide provides chapter objectives, outlines and answers to the review questions.
**Suggested Use:** M.I.G. Welding; Oxy-Acetylene Welding; Plasma Arc Cutting
**Other Use:** Autobody

**Construction** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6845. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This video from the *Career Options for Women Series* focuses on opportunities that are available for women in the construction industry. Viewers are informed that while construction in Canada accounts for 12 percent of the national economy, only 11 percent of construction employees are women. They are also introduced to three successful women who have chosen non-traditional careers in the construction industry–a welder, a carpenter and an electrician.

Supporting print is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Construction and Carpentry; Electrical and Electronics

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and Workplace Hazardous Materials Information System (WHMIS). Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, such as WHMIS, or all 12. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can

also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive

**Craftmaster Series** (Print-Non-Fiction). Please refer to the title: *Welding*.

**Cutting Metal** (Video). Classroom Video (CVO), 2002. 15 min. No order number is required. ($79.00).

A wide range of cutting methods used in industry is examined in this video. Excellent footage and explanations are used to cover topics such as CNC Oxy cutting, circular saw, CNC drilling machine and lathe operations.
**Suggested Use:** Oxy-Acetylene Cutting
**Other Use:** Machining

**Delmar Automotive Series** (Print-Non-Fiction). Please refer to the title: *Complete Automotive Welding: Metals and Plastics*.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essential Welder: Gas Metal Arc Welding Classroom Manual** (Print-Non-Fiction). Rowe, Richard and Jeffus, Larry. (The Essential Welder Series). Delmar Publications (NEL), 2000. 192 p. ISBN 0-8273-7608-1 ($30.00 pbk.).

This book provides a complete and concise introduction to gas metal arc welding. In addition to basic information about equipment, the book discusses assembly, fabrication and layout techniques. Welding exercises and review questions are used to reinforce concepts. Black-and-white photographs, drawings, charts and tables are used throughout the book. An index and a glossary are included.
**Suggested Use:** MIG Welding

**The Essential Welder Series** (Print-Non-Fiction). Please refer to the title: *The Essential Welder: Gas Metal Arc Welding Classroom Manual.*

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. Safety precautions that may appear as obvious are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Mechanical and Automotive

**Ferrous Metals: Properties, Processing and Uses** (Video). Classroom Video (CVO), 2002. 24 min. No order number is required. ($75.00).

(CAN) This video gives the viewer a comprehensive introduction to ferrous metals and their uses. The sources of iron ore around the world, physical and chemical properties of metals, primary production, secondary processing and recycling are all covered in this video.
**Suggested Use:** Iron and Steel Properties

**Flux Cored Arc Welding Handbook** (Print-Non-Fiction). Minnick, William H. Goodheart-Willcox Publisher (NEL), 1999. 176 p. ISBN 1-56637-482-0 ($36.40 hdc.).

In a straightforward, no-nonsense way, this comprehensive resource covers principles, equipment, techniques, modes of operation and safety of flux cored arc welding. Each chapter leads the student step by step through the principles and practice of flux cored arc welding. The black-and-white photographs, diagrams and charts add clarity

to the text. Included are a table of contents, an extensive dictionary of welding terms and an index.
**Suggested Use:** Electric Arc Welding; Survey Course - Secondary Level

**Gas Metal Arc Welding Handbook** (Print-Non-Fiction). Minnick, William H. Goodheart-Willcox Publisher (NEL), 2000. 176 p. ISBN 1-56637-692-0 ($36.40 hdc.).

This handbook provides complete and thorough coverage of the gas metal arc welding field. Basic skills and proper procedures are presented in easy-to-understand language. Numerous illustrations, charts and diagrams are included. This book contains a table of contents, a dictionary of terms and an index.
**Suggested Use:** M.I.G. Welding; Survey Course - Secondary Level

**Gas Tungsten Arc Welding Handbook** (Print-Non-Fiction). Minnick, William H. Goodheart-Willcox Publisher (NEL), 1996. 272 p. ISBN 1-56637-206-2 ($38.80 hdc.).

This resource provides a thorough coverage of the theory, fundamentals, equipment and safety information relating to gas tungsten arc welding. The basic skills and proper procedures are presented using clear, concise language. The large, well-labelled diagrams, numerous black-and-white photographs and detailed charts make this a useful resource. Included are a table of contents, a dictionary of terms and an index.
**Suggested Use:** Survey Course - Secondary Level; T.I.G. Welding

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE pbk.).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.

**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**How to Gas Metal Arc Weld Vee-Butt Joints in the Flat & Horizontal Position** (Video). University of Saskatchewan (MCI), 1998. 13 min. Order no. 300022 ($139.00).

(SK) In a step-by-step narrative fashion, the key points for this arc welding process are illustrated. In a matter-of-fact style, the details are given that will help students master this skill that makes the metal stronger than the base metal.
**Suggested Use:** M.I.G. Welding

**Introduction to Welding Series** (Print-Non-Fiction). Please refer to the title: *Oxyfuel Gas Welding.*

**Introduction to Welding Series** (Video). Meridian Education Corporation (MCI), 1998. 10-13 min. Order numbers follow. ($99.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Gas Metal Arc Welding & Flux Core Arc Welding* | Order no. 700324 |
| *Gas Tungsten Arc Welding* | Order no. 700323 |
| *Oxyfuel Welding* | Order no. 700321. |

This series of videos provides a good foundation of essential welding skills and safety procedures.
**Suggested Use:** General; Survey Course - Secondary Level

**Manual Handling** (Video). Safetycare Inc. (SCI), n.d. 10 min. No order number is required. ($220.00).

Manual handling is the movement of items by human energy. If manual handling is not done properly, serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly and how to avoid being injured.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical; Horticulture; Machining; Mechanical and Automotive; Upholstery

**MIG Welding** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1990. 20 min. No order number is required. ($180.00).

An explanation of what M.I.G. welding is and how it works is offered in this video. Safety regarding ventilation, arc flash, wire speed, spray transfer and weld faults are just some of the areas covered. There is also a discussion about the advantages of M.I.G. welding.
**Suggested Use:** M.I.G. Welding; Safety

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Oxy-Acetylene Cutting** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1989. 15 min. No order number is required. ($180.00).

This video takes the viewer through a step-by-step process on how oxy-acetylene cutting works. Shop safety is stressed.
**Suggested Use:** Oxy-Acetylene Cutting; Safety

**Oxy-Acetylene Welding** (Video). (Skills Education Series). Safetycare Inc. (SCI), 1989. 25 min. No order number is required. ($180.00).

This video covers a variety of situations and techniques of oxy-acetylene welding. Safety of equipment, flame setting procedures and the set-up and shut-down of equipment are discussed.
**Suggested Use:** Oxy-Acetylene Welding; Safety

**Oxyfuel Gas Welding** (Print-Non-Fiction). Bowditch, Kevin E. and Bowditch, Mark A. (Introduction to Welding Series ). Goodheart-Willcox Publisher (NEL), 1999. 130 p. ISBN 1-56637-508-8 ($24.76 pbk.).

This resource does an excellent job of describing the basic procedures involved in oxy-acetylene welding. Each step is well illustrated with black-and-white photographs and complements the concise and clearly written text. A review and suggested activities are found at the end of each short chapter. Topics ranging from welding safety to metal identification, weld pools, lap joints and cutting processes are covered. An index and a glossary are included.
**Suggested Use:** Oxy-Acetylene Welding; Survey Course - Secondary Level

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery

**Properties and Uses of Ferrous and Nonferrous Metals. Rev. ed.** (Print-Non-Fiction). Kazanas, H. C. Prakken Publications, Inc. (PPI), 1979. 112 p. ISBN 0-911168-39-7 ($14.95 U.S. pbk.). Teacher's Guide - ISBN 0-911168-40-0 ($3.00 U.S. pbk.).

The purpose of this manual is to provide an introduction to students involved in the metal trades. It covers the composition, production, properties and uses of ferrous and nonferrous metals and their alloys. Included are several black-and-white photographs and graphs. This book contains a table of contents and an index.
**Suggested Use:** Iron and Steel Properties

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safe Use of Equipment** (Video). (Welding Shop Safety Series). Bergwall Productions (MCI), 1997. 14 min. Order no. 950123 ($139.00).

The basic skills involved in the welding process are discussed first in this video. Once these basic principles are understood, the safety behind the use of the equipment is stressed. Graphics supplement the live action. The video is tied in with the activity guide, as cues are provided to pause and review the key points being shown.
**Suggested Use:** Safety

**Safety Care Series** (Video). Please refer to the titles: *Arc Welding, MIG Welding, Oxy-Acetylene Cutting, Personal Protective Equipment* and *Understanding Hazards and Risks.*

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Electrical and Electronics; Mechanical and Automotive; Upholstery

**Safety First: Shop Safety Video Series** (Video). Please refer to the title: *Safety First: Welding Safety.*

**Safety First: Welding Safety** (Video). (Safety First: Shop Safety Video Series). Cambridge Educational **(MGR)**, 1995. 30 min. Dup. order no. V2981.

This program covers general safety procedures in the welding shop. It offers information on proper attire and the correct way to store tanks, hoses, gauges and cutting/brazing torches. It also provides data on testing lines for leaks, attaching gauges to tanks and adjusting pressure settings to proper levels. A brief review is included at the end of the video.
**Suggested Use:** Safety

**Skills Education Series** (Video). Please refer to the titles: *Oxy-Acetylene Welding* and *Welding Safety.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Welding** (Print-Non-Fiction). Geary, Don. (Craftmaster Series). McGraw-Hill Ryerson Limited (MHR), 2000. 264 p. ISBN 0-07-134245-1 ($55.95 pbk.).

If oxy-acetylene welding is a focus of the course, this resource will provide good introductory information. The applications and repair techniques are presented in step-by-step fashion and several projects are included. Line drawings and black-and-white photographs are used to present each step of the process being discussed. An index and a glossary are included.
**Suggested Use:** Oxy-Acetylene Welding

**Welding: Principles and Applications. 4th ed.** (Print-Non-Fiction). Jeffus, Larry. Delmar Publications (NEL), 1999. 901 p. ISBN 0-8273-8240-5 ($96.50 hdc.).

The comprehensive, technical content in this text provides the basis for the welding processes. Each section introduces a welding process, equipment and materials to be used, set-up and preparation for welding. The content progresses from the basic concepts to the more complex welding concepts. The text also discusses safety aspects and occupational opportunities in welding. The coloured photographs, black-and-white diagrams and pictures help clarify the text. This complete resource includes a table of contents, a glossary and an index.
**Suggested Use:** General

**Welding Print Reading** (Print-Non-Fiction). Walker, John R. Goodheart-Willcox Publisher (NEL), 1996. 238 p. ISBN 1-56637-267-4 ($55.16 coil-bound).

This text is designed to help the welder working with welding prints understand and know how to use the welding symbols and notations. It also provides instruction on interpreting and using the type of engineering drawings and prints found in the welding trade. The problems presented at the end of each unit provide students with the opportunity to review the key concepts learned in the unit. Numerous charts, diagrams and photographs are interspersed throughout the text. Included are a table of contents and an index.
**Suggested Use:** General; Teacher Reference

**Welding Projects** (Print-Non-Fiction). Ruck, James A. Goodheart-Willcox Publisher (NEL), 1999. 96 p. ISBN 1-56637-502-9 ($20.76 pbk.).

Author James Ruck offers over 65 ideas for welding projects. Each of the one-page projects contains a chart with the number, name, quantity, material description and well-labelled diagram. These projects include sports, gym, shop, auto, home and yard equipment. Safety tips are presented at the beginning of the book. This resource has a table of contents.

Note: The projects use Imperial measurements only.
**Suggested Use:** General

**Welding Safety** (Video). (Skills Education Series). Safetycare Inc. (SCI), 1990. 16 min. No order number is required. ($180.00).

Welders use highly technical welding processes today that can create dangerous conditions in the workplace. This video shows how to identify welding hazards and how to control them.
**Suggested Use:** Safety

**Welding Shop Safety Series** (Video). Please refer to the title: *Safe Use of Equipment.*

**Welding Skills. 2nd ed.** (Print-Non-Fiction). Miller, R. T. American Technical Pubs., Inc. (NEL), 1997. 456 p. ISBN 0-8269-3007-7 ($56.76 hdc.).

This excellent resource provides a basic background in welding processes. It is divided into six sections: "Introduction to Welding," "Oxyacetylene Welding," "Shielded Metal-Arc Welding," "Gas Shielded-Arc Welding," "Special Welding Processes" and "Supplementary Welding Data." The numerous charts, diagrams, and black-and-white photographs supplement the information in the text. Teachers will find this well-formatted resource easy to use. Included are a table of contents, a glossary and an index.
**Suggested Use:** General

**Welding Technology Fundamentals** (Print-Non-Fiction). Bowditch, William A. and Bowditch, Kevin E. Goodheart-Willcox Publisher (NEL), 1997. 368 p. ISBN 1-56637-314-X ($58.00 hdc.).

This book covers the equipment and techniques used for the welding and cutting processes most often employed in industry today. Processes covered are oxyfuel gas welding and cutting, shielded metal arc welding, gas metal arc welding, flux cored arc welding, gas tungsten arc welding and resistance welding. Safety information and cautions are printed in red throughout the text. Many useful tables, charts, diagrams and black-and-white photographs are included. Equivalent SI metric measurement units are shown in parentheses following Imperial measurements. This book contains a table of contents, a glossary and an index.
**Suggested Use:** General

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Women in Nontraditional Careers Series** (Video) Please refer to the title: *Women in Welding.*

**Women in Welding** (Video). (Women in Nontraditional Careers Series). Her Own Words (HOW), 1997. 15 min. Order no. 21001 ($95.00 U.S.).

Six women present the challenges and the satisfactions of earning a living in the traditionally male world of welding. They discuss the skills needed for the job. Voice over coloured slides is the format used.
**Suggested Use:** Career Development

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**Modern Welding** (Print-Non-Fiction). Althouse, Andrew D., et al. Goodheart-Willcox Publisher, 1997. 779 p. ISBN 1-56637-330-1.

*Modern Welding* is a comprehensive resource written for students and teachers at the high school and post-secondary levels. Information is provided on the techniques recommended for all of the welding and cutting processes used in production and repair today. Divided into nine sections, each section covers a different welding process or group of related welding processes. The numerous black-and-white and coloured diagrams and photographs bring clarity to the text. Most chapters include a section on safety and a "test your knowledge" component. This text includes a table of contents, a glossary and an index.
**Suggested Use:** General

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Welding 10, 20, A30, B30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/ paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other welding resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Arc Welding** (Print-Non-Fiction). Walker, John R. Goodheart-Willcox Publisher (NEL), 1999. 128 p. ISBN 1-56637-477-4 ($24.76 pbk.).

**Basic Oxyacetylene Welding. 4th ed.** (Print-Non-Fiction). Griffin, Ivan H., et al. Delmar Publications (NEL), 1984. 99 p. ISBN 0-8273-2137-6 ($43.50 pbk.). Instructor's Guide - ISBN 0-8273-2138-4 ($22.00 pbk).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Flux Cored Arc Welding Handbook** (Print-Non-Fiction). Minnick, William H. Goodheart-Willcox Publisher (NEL), 1999. 176 p. ISBN 1-56637-482-0 ($36.40 hdc.).

**Gas Metal Arc Welding Handbook** (Print-Non-Fiction). Minnick, William H. Goodheart-Willcox Publisher (NEL), 2000. 176 p. ISBN 1-56637-692-0 ($36.40 hdc.).

**Gas Tungsten Arc Welding Handbook** (Print-Non-Fiction). Minnick, William H. Goodheart-Willcox Publisher (NEL), 1996. 272 p. ISBN 1-56637-206-2 ($38.80 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Welding: Principles and Applications. 4th ed.** (Print-Non-Fiction). Jeffus, Larry. Delmar Publications (NEL), 1999. 901 p. ISBN 0-8273-8240-5 ($96.50 hdc.).

**Welding Skills. 2nd ed.** (Print-Non-Fiction). Miller, R. T. American Technical Pubs., Inc. (NEL), 1997. 456 p. ISBN 0-8269-3007-7 ($56.76 hdc.).

**Welding Technology Fundamentals** (Print-Non-Fiction). Bowditch, William A. and Bowditch, Kevin E. Goodheart-Willcox Publisher (NEL), 1997. 368 p. ISBN 1-56637-314-X ($58.00 hdc.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Construction** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6845. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Safety First: Welding Safety** (Video). (Safety First: Shop Safety Video Series). Cambridge Educational **(MGR)**, 1995. 30 min. Dup. order no. V2981.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Environmental Health and Safety: Welding Safety*
http://www.pp.okstate.edu/ehs/links/welding.htm

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*TWI - World Centre for Materials Joining Technology*
http://www.twi.co.uk/j32k/search?Action=newSearch&ProductsubtypeV=154

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Development

Blueprint for Life/Work Designs
Construction
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Step Into the World of Workplace Learning: A
Women in Welding

### Electric Arc Welding

Arc Welding (Walker)
Arc Welding (Video)
Basic ARC Welding
Flux Cored Arc Welding Handbook

### General

Introduction to Welding Series
Modern Welding **(Out of Print Section)**
Welding: Principles and Applications
Welding Print Reading
Welding Projects
Welding Skills
Welding Technology Fundamentals

### Iron and Steel Properties

Ferrous Metals: Properties, Processing and
Properties and Uses of Ferrous and

### M.I.G. Welding

Complete Automotive Welding: Metals and
The Essential Welder: Gas Metal Arc Welding
Gas Metal Arc Welding Handbook
How to Gas Metal Arc Weld Vee-Butt Joints
MIG Welding

### Oxy-Acetylene Cutting

Basic Oxyacetylene Welding
Cutting Metal
Oxy-Acetylene Cutting

### Oxy-Acetylene Welding

Basic Oxyacetylene Welding
Complete Automotive Welding: Metals and
Oxy-Acetylene Welding
Oxyfuel Gas Welding
Welding

### Plasma Arc Cutting

Complete Automotive Welding: Metals and

### Safety

Arc Welding
Basic Oxyacetylene Welding
Construction Safety Training System
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Manual Handling
MIG Welding
Moving Online…More *Ready for Work*
Oxy-Acetylene Cutting
Oxy-Acetylene Welding
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safe Use of Equipment
Safety Care Series
Safety First: Welding Safety
Understanding Hazards and Risks
Welding Safety
WHMIS

### Survey Course - Middle Level

Helping Solve the **(Out of Print Section)**

### Survey Course - Secondary Level

Arc Welding (Walker)
Basic ARC Welding

Basic Oxyacetylene Welding
Flux Cored Arc Welding Handbook
Gas Metal Arc Welding Handbook
Gas Tungsten Arc Welding Handbook
Helping Solve the **(Out of Print Section)**
Introduction to Welding Series
Oxyfuel Gas Welding

### Teacher Reference

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning: A
Welding Print Reading

### T.I.G. Welding

Gas Tungsten Arc Welding Handbook

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Guide for New Workers
Guide for New Workers: Counsellor
Moving Online…More *Ready for Work*
Ready for Work Series
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Construction Safety Training System
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

### Kit

Ready for Work

### Print-Non-Fiction

Arc Welding
Basic ARC Welding
Basic Oxyacetylene Welding
Blueprint for Life/Work Designs
Complete Automotive Welding: Metals and
Employability Skills Toolkit for the Self
The Essential Welder: Gas Metal Arc Welding
Flux Cored Arc Welding Handbook
Gas Metal Arc Welding Handbook
Gas Tungsten Arc Welding Handbook
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Modern Welding (Out of Print Section)
Oxyfuel Gas Welding
Properties and Uses of Ferrous and
Step Into the World of Workplace Learning: A Welding
Welding: Principles and Applications
Welding Print Reading
Welding Projects
Welding Skills
Welding Technology Fundamentals

### Video

Arc Welding
Construction
Cutting Metal
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Ferrous Metals: Properties, Processing and
How to Gas Metal Arc Weld Vee-Butt Joints
Introduction to Welding Series
Manual Handling
MIG Welding
Oxy-Acetylene Cutting
Oxy-Acetylene Welding
Personal Protective Equipment
Portable Extinguishers
Safe Use of Equipment
Safety Care Series
Safety First: Welding Safety
Understanding Hazards and Risks
Welding Safety
WHMIS
Women in Welding

# RESOURCES (NATURAL) CLUSTER

Energy and Mines 10, 20, 30
Forestry Studies 20, 30
Wildlife Management 10, 20, 20

# Energy and Mines 10, 20, 30

## Titles and Descriptions

**Aboriginal Elders and Community Workers in Schools: A Guide for School Divisions and Their Partners** (Print-Non-Fiction). Saskatchewan Learning (SWN), 2001. 52 p. ISBN 1-894116-58-5 ($FREE pbk.).

(I/M, SK) The inclusion of Elders and other aboriginal resource people in the school program is a beneficial component to many curricula. This resource will help to facilitate that process. Background information is provided about the benefits of involving Elders, the traditional role of an aboriginal Elder and some of the traditional ceremonies. The majority of the resource stresses the importance of creating a policy to facilitate the program and gives several examples of policies from school divisions.

This resource was distributed to all schools in 2001, but additional copies are available from the Community Education Unit of Saskatchewan Learning.
**Suggested Use:** Teacher Reference
**Other Use:** Canadian Studies; Forestry Studies; Social Studies: Grades 1 to 5; Social Studies: Grade 6; Social Studies: Grades 7-9; Social Studies 10/History 10; Social Studies 20/History 20; Wildlife Management

**Alternative Energy** (Video). (Technology Starters Series). Landmark Media Inc. **(MGR)**, 1998. 14 min. Dup. order no. V3004.

Focusing on wind and solar power, this program explains how these resources can be tapped, as well as their shortcomings. It discusses how garbage can be used to generate heat and power, and it looks at energy shortfalls as well as how to conserve energy.
**Suggested Use:** Alternate Energy Sources; Survey Course - Middle Level
**Other Use:** Science: Grades 6 to 9; Science 10

**Atlas of Saskatchewan. 2nd ed.** (Print-Non-Fiction). Fun, Ka-iu, ed. University of Saskatchewan (USB), 1999. 336 p. ISBN 0-88880-387-7 ($125.00 hdc.). CD-ROM - ISBN 0-88880-417-2 ($32.95). Book and CD-ROM - No order number is required. ($139.95 set).

(SK) Distributed to all schools in 2000, this atlas provides a wealth of excellent information on all aspects of Saskatchewan. The physical environment, history, archaeology, wildlife, natural resources, population and economy are presented via thematic maps, tables and descriptions.

There is also a CD-ROM version of this atlas available.
**Suggested Use:** Saskatchewan Geology and Geography
**Other Use:** Forestry Studies; Wildlife Management

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca/.

**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Options for Women II Series** (Video). Please refer to the titles: *Mining* and *Oil and Gas Technology*.

**Coal: Fueling the Future** (Video). The Coal Association of Canada (COAL), 1989. 28 min. No order number is required. ($FREE).

(CAN) While this video does show its age, the information is still worthwhile. The changing face of the coal industry is examined along with how coal was formed, how it is used, where it is exported and how it affects the environment.

It should be noted that because the Coal Association of Canada has produced the video, there will be a need for further research to balance the point of view presented.
**Suggested Use:** Coal

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered from the law at work to protective equipment, workplace hazards, machinery and WHMIS. Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, such as WHMIS, or all 12. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Construction and Carpentry; Electrical and Electronics; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Welding

**Cool Jobs Series** (Video). Please refer to the title: *Manitoba Hydro*.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and

deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**The Earth Scientists** (Video). M & M Film Productions **(MGR)**, 1985. 18 min. Dup. order no. V2621.

(CAN) Geologists, cartographers and geophysicists in Canada talk about their work and why they enjoy it. The application of new technology in their work is shown and described. Several female geologists are featured.
**Suggested Use:** Career Development

**Earthfuture: Stories From a Sustainable World** (Print-Anthology). Dauncey, Guy. New Society Publishers (NSP), 1999. 161 p. ISBN 0-86571-407-X ($17.95 pbk.).

While not a resource that will provide factual information about resources in Saskatchewan, this collection of stories and poems will provide an excellent discussion generator about the issue of sustainability. The writings are set in various environments around the world, and each one attempts to illustrate an environmental problem as well as a solution. Short and easy-to-read, the stories relate to energy topics such as tidal turbines, solar power and environmental issues in general.
**Suggested Use:** Sustainability

**Economic Minerals of Saskatchewan** (Print-Non-Fiction). Gilboy, C. F. and Vigrass, L. W., eds. Saskatchewan Geological Society (SSY), 1987. 216 p. ISBN 0-921547-15-3 ($15.00 pbk.).

(SK) Although this collection of symposium papers is fairly technical in nature, it does provide the teacher with excellent background information on Saskatchewan's geology and mining resources. Following an overview of the Precambrian geology of Northern Saskatchewan, several articles deal with metallic ores such as gold and uranium. In addition, a number of the papers submitted at the symposium deal with potash, coal and sodium sulphate. Maps, tables and graphs are used for each of the papers.
**Suggested Use:** Coal; Potash; Saskatchewan Geology and Geography; Uranium; Teacher Reference

**The Ecoregions of Saskatchewan** (Print-Non-Fiction). Acton, D. F., et al. Canadian Plains Research Centre (CPRC), 1998. 205 p. ISBN 0-88977-097-2 ($18.00 pbk.).

(SK) This exploration of Saskatchewan's ecoregions and ecozones emphasizes the relationship between the environment and its inhabitants. The book provides a description of the physical setting, such as geology and climate and biological features including vegetation and wildlife for each of the ecozones in Saskatchewan. Black-and-white photographs, line drawings, tables, charts and maps illustrate the resource. A glossary is included.
**Suggested Use:** Saskatchewan Geology and Geography
**Other Use:** Forestry Studies; Wildlife Management

**Ecoregions of Saskatchewan: Exploring Ecological Wonders** (CD-ROM). (Encyclopedia of Saskatchewan Series). Canadian Plains Research Centre (CPRC), 1998. No order number is required. ($5.00).

(SK) This exploration of Saskatchewan's ecoregions and ecozones emphasizes the relationship between the environment and its inhabitants. The CD-ROM looks at the province through stories and information about Saskatchewan's geology, vegetation, wildlife and human activity.

The CD-ROM was previously distributed to each school in the province.
**Suggested Use:** Saskatchewan Geology

and Geography
**Other Use:** Forestry Studies; Social Studies: Grades 7-9; Wildlife Management

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills that they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Encyclopedia of Saskatchewan Series** (CD-ROM). Please refer to the title: *Ecoregions of Saskatchewan: Exploring Ecological Wonders.*

**Energy and the Environment** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1991. 25 min. Dup. order no. V8442.

(SK) *Energy and the Environment* is the fifth unit in the series on Saskatchewan resources developed by Saskatchewan Learning in cooperation with industry. Topics investigated in the video include the following:

- acid rain
- the greenhouse effect
- the ozone layer
- effects of nonrenewable fuels on the environment
- electrical generation
- individual responsibility
- careers in the industry.

**Suggested Use:** Alternate Energy Sources; Sustainability

**Energy Choices: A Changing Environment** (Video). (Energy, the Pulse of Life Series). Jack Micay **(MGR)**, 1995. 19 min. Dup. order no. V6746. Teacher's Guide for series - Order no. G6746 ($24.00 pbk.).

(CAN) This video uses brilliant animation, exciting original footage shot all around North America, rare archival material and interviews with leading experts in the United States and Canada. The program covers the following topics:

- North Americans' ranking as the largest per capita energy users in the world
- the history of energy technology, from the medieval treadmill to the Industrial Age
- a survey of our major sources of energy and their respective environmental problems, including a detailed explanation of the greenhouse effect.

To capture student interest and enhance retention, *Energy Choices* makes use of the musical and theatrical talents of Moxy Fruvous.

A teacher's guide for the series is available from Media Group.
**Suggested Use:** Alternate Energy Sources; Sustainability
**Other Use:** Science: Grades 6 to 9

**Energy Choices: Some Brighter Ideas** (Video). (Energy, the Pulse of Life Series). Jack Micay **(MGR)**, 1995. 26 min. Dup. order no. V6751. Teacher's Guide for series - Order no. G6746 ($24.00 pbk.).

(CAN) This program discusses the best short-term solution to problems of energy and the environment: the more efficient use of our current energy resources, (including detailed illustrations of such new, energy-efficient technologies as compact fluorescent light bulbs, solar designed housing, heat pumps, low-E windows and cogeneration, as well as energy-efficient community planning). This program also looks at the best long-term solution to our energy problems: new sources of electricity that are clean, renewable and can be used to produce hydrogen, the zero-emission fuel. To capture student interest and enhance retention, *Energy Choices* makes use of the musical and theatrical talents of Moxy Fruvous.

A teacher's guide for the series is available from Media Group.
**Suggested Use:** Alternate Energy Sources; Sustainability
**Other Use:** Science: Grades 6 to 9

**The Energy Conspiracy** (Video). Filmakers Library, Inc. (KIN), 1999. 59 min. No order number is required. ($529.95).

This video helps to provide an answer to the question many people have about sustainable energy: "If global warming is such a concern, why is so little money and research put into sustainable energy?" Using a meticulous approach, the producers have assembled a wealth of evidence to lay the blame at the door of the fossil fuel energy producers. As lobbyists for the coal, oil and nuclear industries garner support for their theory that global warming is good for the environment, the film shows those areas of the world that have suffered enormous environmental damage due to climatic change.
**Suggested Use:** Alternate Energy Sources; Sustainability
**Other Use:** Social Studies 20/History 20

**Energy, the Pulse of Life Series** (Video). Please refer to the titles: *Energy Choices: A Changing Environment* and *Energy Choices: Some Brighter Ideas*.

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Produced by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers*.

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Welding

**Fields of Fire: An Illustrated History of Canadian Petroleum** (Print-Non-Fiction). Finch, David and Jaremko, Gordon. Detselig Enterprises Ltd. (TEMB), 1994. 159 p. ISBN 1-55059-087-1 ($39.95 hdc.).

(CAN) While *The Great Oil Age* (also annotated in this bibliography) examines a similar topic, the two books work very well together, because one is mainly text-based and this one relies on photographs. The story of the oil and gas industry in Canada is told through these photographs. Not only is the story of early exploration in Alberta, the oil sands, off shore oil rigs and Arctic exploration revealed, but the people and workers who made this possible are profiled. An index is included.
**Suggested Use:** Oil and Gas

**Fire: Energy** (Video). (Transit Across Canada Series). National Film Board of Canada **(MGR)**, 2000. 22 min. Dup. order no. V675.

(CAN) *Fire* discusses Canada's rich energy resources, natural wealth that provides a very good standard of living for Canadians. Wind, water, sun, oil, uranium and natural gas are transformed into fuel for cars, heat for homes and power for appliances. Canadians are among the largest energy consumers on Earth. Despite vast reserves of oil and water and a small population, Canadians are beginning to realize that their quality of life also depends on the quality of the environment.
**Suggested Use:** Alternate Energy Sources; Survey Course - Middle Level; Survey Course - Secondary Level; Sustainability
**Other Use:** Science: Grades 6 to 9; Science 10; Social Studies: Grades 1 to 5

**Fundamentals of Petroleum. 4th ed.** (Print-Non-Fiction). Van Dyke, Kate. Petroleum Extension Service (PSV), 1997. 359 p. ISBN 0-88698-162-X ($35.00 U.S. pbk.).

This resource takes a very practical approach and offers an excellent overview of the entire oil and gas industry. Geology, exploration, leasing, drilling, production, transportation, refining, marketing and environmental concerns are all covered. The expanded table of contents allows easy access to the short, easy-to-read sections that are well illustrated with black-and-white photographs. One drawback of the book, however, is the lack of Canadian content. Other sources should be consulted to provide the Canadian perspective. An index is included.
**Suggested Use:** Oil and Gas

**Geological Highway Map of Saskatchewan. 1st ed.** (Map). Saskatchewan Geological Society (SSY), 2002. No order number is required. ($1.75).

(SK) Using a typical road map configuration, this resource does much more than show the main roads and communities of Saskatchewan. Superimposed behind the road map is a geological map of Saskatchewan. This map combination allows students to connect their physical location to the geological reality of Saskatchewan with greater ease. A series of photographs and drawings are used to explain key elements about Saskatchewan's geology. These illustrations and accompanying descriptions are keyed to locations on the map. This is an excellent and very inexpensive resource for the classroom.

During the spring of 2002, a copy was sent to each school in the province.
**Suggested Use:** Saskatchewan Geology and Geography

**Geology and Mineral Resources of Saskatchewan** (Print-Non-Fiction). Saskatchewan Industry and Resources (SKM), 1994. 99 p. No order number is required. ($FREE pbk.).

(SK) While the *Geology of Saskatchewan: A Historical Approach* takes a scientific look at Saskatchewan's geology, this resource concentrates on the mining industry and its relationship to the province's geology. Following an overview of the history of mineral exploration in Saskatchewan each of the geological zones is discussed as well as the mineral industry in Saskatchewan, today.

Maps, photographs, tables and graphs are used throughout the book.
**Suggested Use:** General; Saskatchewan Geology and Geography; Teacher Reference

**Geology of Saskatchewan: A Historical Approach** (Print-Non-Fiction). Gordon, Anthony. Western Extension College Publishers (WEC), 1979. 56 p. ISBN 0-920284-10-8 ($12.95 pbk.).

(SK) This title has almost become a classic in the study of Saskatchewan. While the format and layout reflect the 1979 copyright date, the information remains useful to students. Each short section examines the geology of Saskatchewan during a particular era such as Precambrian, Palaeozoic, Mesozoic and Cainozoic. Separate chapters also deal with the results of glaciation in Saskatchewan and Saskatchewan's mineral resources. Maps and line drawings are used extensively throughout the booklet. A glossary is included.
**Suggested Use:** Saskatchewan Geology and Geography; Survey Course - Secondary Level

**The Great Oil Age: The Petroleum Industry in Canada** (Print-Non-Fiction). McKenzie-Brown, Peter, Jaremko, Gordon and Finch, David. Detselig Enterprises Ltd. (TEMB), 1993. 192 p. ISBN 1-55059-072-3 ($27.95 hdc.).

(CAN) The copyright date makes this book appear dated, but it is essentially a history of the oil and gas industry in Canada and therefore maintains its relevance. In addition to the detailed history, this resource also discusses the use of petroleum resources, government policy, social issues and environmental impact. While the reading level may not be accessible to all students, teachers can use portions of the book to support key elements of the curriculum. Black-and-white photographs help to illustrate the main topics of the book. An index is included.
**Suggested Use:** Oil and Gas; Teacher Reference

**Ground Work: Exploring for Minerals in Canada** (CD-ROM). Canadian Institute of Mining (CIM), 1998. No order number is required. ($FREE).

(CAN) Although this interactive CD is aimed at younger students, the activities and information can be adapted to high school. The CD provides an exploration game in which the student becomes a prospector looking for different types of minerals. Links to webpages and additional information are used to enhance the game. Case studies, quizzes and questionnaires are also provided.
**Suggested Use:** General; Survey Course - Middle Level

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for

instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed, and details are given about entrance requirements and training. Published every second year, this resource is available free of charge.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Manitoba Hydro** (Video). (Cool Jobs Series). McIntyre Media Limited **(MGR)**, 2002. 30 min. Dup. order no. V1008.

In this program viewers learn that northern aboriginal communities supply the bulk of the hydro for Manitoba. Electrical engineers, station operators, welders working on turbines, tradesmen, support staff and lines tradesmen talk about their work with Manitoba Hydro.
**Suggested Use:** Career Development

**Mineral Resource Map of Saskatchewan. 2000 ed.** (Map). Saskatchewan Industry and Resources (SKM), 2000. No order number is required. ($5.00).

(SK) The large format of this map makes it ideal for classroom use. The major mineral deposits are indicated by various shades of colour, and the actual deposits are numbered and named in a key. From the far north to the United States border, students will be able to see at a glance the mineral wealth of Saskatchewan.
**Suggested Use:** General; Saskatchewan Geology and Geography

**Mining** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V719. Teacher's Guide for series - Order no. G712 ($8.49 spiral-bound).

(CAN) This program from the *Career Options for Women II Series* features women working as mine technicians, geologists and grade control technicians.

Supporting print for the series is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Career Guidance: Grades 6 to 9; Life Transitions

**Mining in Canada** (Video). Classroom Video (CVO), 1997. 22 min. No order number is required. ($79.00).

(CAN) In addition to discussing the changing face of mining, this video examines how mines work, the effect of mines on the environment and mining towns in Canada.
**Suggested Use:** General

**Mining in Saskatchewan** (Video). CKCK TV **(MGR)**, 1991. 8 min. Dup. order no. V8220.

(SK) This video highlights the range of the minerals extracted in Saskatchewan, as well as the economic and social impact of the industry. It presents the Saskatchewan Mining Association and its members as good, environmentally conscious citizens.
**Suggested Use:** General

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**The No-Nonsense Guide to Climate Change** (Print-Non-Fiction). Godrej, Dinyar. (No-Nonsense Guides Series). New Internationalist (BTLI), 2001. 143 p. ISBN 1-896357-48-2 ($14.95 pbk.).

This small book provides a wealth of information that will allow students to gain an understanding of one of the major issues that they will face in the future. While the scientific evidence concerning climatic change is presented, the majority of the book examines the political and social implications. The impacts of climatic change on human health, agriculture, wildlife and energy sources are discussed. Suggestions are given for lasting solutions. An index is included.
**Suggested Use:** Alternate Energy Sources; Sustainability
**Other Use:** Social Studies 20/History 20

**No-Nonsense Guides Series** (Print-Non-Fiction). Please refer to the title: *The No-Nonsense Guide to Climate Change.*

**Offshore Oil and Natural Gas** (Video). Skerrett Communication Limited **(MGR)**, 1992. 26 min. Dup. order no. V9042.

(CAN) Hosted by Jay Ingram, this documentary examines how oil and natural gas deposits developed in the sedimentary geological formations deep below the surface of the ocean off the coast of Atlantic Canada. It also explains how these deposits have been found and how we plan to develop their potential to help the energy sector increase its prospects for prosperity, improve its competitive position in world markets and meet Canada's goal of oil and gas self-sufficiency.
**Suggested Use:** Oil and Gas

**Oil and Gas in Saskatchewan** (Print-Non-Fiction). Lorsong, J. A. and Wilson, M. A., eds. Saskatchewan Geological Society (SSY), 1984. 284 p. No order number is required. ($15.00 pbk.).

(SK) During October 1984, a symposium was held in Regina to discuss the petroleum geology of Saskatchewan. While fairly technical and scientific in nature, the ideas and papers presented in this work provide a good overview of the geology of Saskatchewan and how it has influenced the oil and gas industry. The use of abstracts, introductions, maps, charts and conclusions assists in making the articles reader friendly.
**Suggested Use:** Oil and Gas; Saskatchewan Geology and Geography; Teacher Reference

**Oil and Gas Technology** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V720. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

(CAN) In Canada, there is a wide variety of jobs available in oil technologies, including field engineers, riggers, drilling managers, site planning engineers, field production technologists and thermal recovery operators. This program from the *Career Options for Women II Series* features women working in several of these areas.

Supporting print for the series is available from Media Group.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration;

Career Guidance: Grades 6 to 9; Life Transitions

**Our Common Future: World Commission on Environment and Development** (Print-Non-Fiction). Oxford University Press (OUP), 1987. 400 p. ISBN 0-19-282080-X ($34.95 pbk.).

Regarded by many as one of the most important documents to come before the United Nations, *Our Common Future* examines the critical environmental and developmental issues facing the planet. Often referred to as the Brundtland Report, this classic in the field of environmental literature discusses the problems our world is facing and also formulates realistic proposals to solve them. Topics discussed include population, food security, species conservation, energy choices, forestry and sustainable development. An index is included.
**Suggested Use:** Sustainability; Teacher Reference
**Other Use:** Forestry Studies; Wildlife Management

**Our Environment: A Canadian Perspective. 2nd ed.** (Print-Non-Fiction). Draper, Dianne. Nelson Thomson Learning (NEL), 2002. 540 p. ISBN 0-17-622236-7 ($72.00 hdc.).

(CAN) In the same way that environmental issues deal with several disciplines, this excellent resource applies to several courses in practical and applied arts, sciences and social sciences. The book not only provides a scientific, but also a socio-economic balanced approach to the environmental issues affecting Canada and the world. Mining, energy, forests, wildlife and fresh water are just a few of the areas discussed in the section about Canada's resources for the future. Information concerning the environment and the world's population is also provided. Photographs, maps, charts, graphs and tables are used throughout the book to create an appealing layout. An index and a glossary are included.
**Suggested Use:** Alternate Energy Sources; General; Survey Course - Secondary Level; Sustainability
**Other Use:** Forestry Studies; Wildlife Management

**Our Petroleum Challenge. 6th ed.** (Print-Non-Fiction). Bott, Robert. Petroleum Communication Foundation (PETR), 1999. 101 p. ISBN 1-894348-00-1 ($16.95 coil-bound).

(CAN) Using a well-designed layout and format, the book provides an excellent overview of the oil and gas industry in Canada. Colour photographs, drawings, charts, graphs and an easily read text are used to present information about the history of the industry, products, exploration, drilling, processing, transportation and marketing. Information is also provided on sustainability, both economic and environmental. An index is provided.
**Suggested Use:** Oil and Gas; Survey Course - Secondary Level

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it is also useful in Secondary Level classrooms.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Welding

**Petroleum** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1989. 29 min. Dup. order no. V3490.

(SK) This program provides an overview of the following aspects of the Saskatchewan petroleum industry:

- the history and development of the industry
- formation of the resource
- exploration for and drilling of a well
- pricing system
- products and by-products
- environmental issues
- future of the petroleum industry.

**Suggested Use:** Oil and Gas

**Petroleum: Bridging the Future Series** (Video). BP Amoco (APC), 1999. 90 min. No order number is required. ($FREE).

Recommended titles in this series include the following:

*Exploring the Ancient Sea*
*Moment of Truth*
*Product by Design.*

(CAN) Although these programs were developed for use in Alberta's Career and Technology Studies (CTS) courses, they have enough relevant information to support Saskatchewan's curriculum. The focus of the series is three-fold: to present background information on the petroleum industry in Alberta and Canada, to discuss career opportunities and to show the related skills required for employment in the industry. The exploration, recovery and processing of oil and gas are emphasized through the background information. Each video also includes excellent teacher guidelines.
**Suggested Use:** Career Development; Oil and Gas

**Pipelines** (Video). (W5 Series). CTV Television Network Ltd. (MAG), 1995. 13 min. Order no. 859-31-776 ($49.00).

(CAN) Pipelines are an essential component of our oil- and gas-based lifestyle. The maze of natural gas pipelines criss-crossing the country exposes the very real dangers of an explosion. In this short program, *W5* reporter Susan Ormiston investigates the causes of corrosion, the subsequent explosions in pipelines and what needs to be done to stop corrosion.
**Suggested Use:** Oil and Gas

**Pollution Problems in the Mineral and Metallurgical Industries** (Print-Non-Fiction). Habashi, Fathi. Métalurgie Extractive Québec (MEQ), 1996. 136 p. ISBN 2-980-3247-2-8 ($25.00 pbk.).

(CAN) This resource is aimed at university students, but it has relevance to high school students as well. The basic thesis examines the expansion of the mining and metallurgy industry and the corresponding pollution threat. The author argues that technology has progressively improved through the ages to keep ahead of the threat from pollution, thus creating a workplace environment that minimizes this threat. Balanced against other resources, this book provides an excellent basis for classroom discussion. Each of the short chapters examines a different aspect of the industry, such as iron and steel, radioactive ores and the aluminum industry. Photographs, diagrams, charts and tables are used throughout the book. An index is included.
**Suggested Use:** Sustainability; Teacher Reference

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and correct use of them. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Potash** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1989. 22 min. Dup. order no. V3491.

(SK) This program provides an overview of the following aspects of the Saskatchewan potash industry:

- formation of the resource
- development of the industry
- potash ore and the mining and milling processes
- marketing system
- products
- environmental concerns
- future considerations
- careers in the potash industry.

**Suggested Use:** Potash

**A Primer of Oilwell Drilling: A Basic Text of Oil and Gas Drilling. 6th ed.** (Print-Non-Fiction). Baker, Ron. Petroleum Extension Service (PSV), 2001. 192 p. ISBN 0-88698-194-8 ($25.00 U.S. pbk.).

This is an excellent resource to use when a basic introduction to oil drilling is needed. Colour photographs and drawings illustrate virtually every aspect that is discussed. Not only are the mechanics of drilling for oil covered, but information is also provided on the workers, companies and characteristics of oil and gas. Canadian examples are required to supplement the American content. A glossary is included.
**Suggested Use:** Oil and Gas

**A Primer of Oilwell Service, Workover, and Completion. 1st ed.** (Print-Non-Fiction). Van Dyke, Kate. Petroleum Extension Service (PSV), 1997. 160 p. ISBN 0-88698-175-1 ($35.00 U.S. pbk.).

Similar to the other resources released by the Petroleum Extension Service, this book provides an excellent overview for people not familiar with the oil industry. The short sections provide detailed drawings, illustrations and easy-to-follow descriptions for virtually all areas of service and completion. Students will gain a better understanding of what it takes to complete a well that has struck oil and how it is serviced over the years. A glossary is included.
**Suggested Use:** Oil and Gas

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide users with more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition*.

**Renewable Energy: The Search for Endless Energy** (Video). Classroom Video **(MGR)**, 1999. 24 min. Dup. order no. V520. Teacher's Guide - Order no. G520 ($0.50 loose-leaf).

(CAN) World supplies of fossil fuels are vanishing. Nuclear power has fallen by the wayside as a wide-scale future energy source. This program highlights the work of front-line renewable energy research scientists and explores leading commercial applications. It also examines the following:

- what renewable energy is
- the future of fossil fuels
- the "purest" forms of renewable energy - those driven by the sun (these include solar photo voltaic, solar thermal and wind energy)
- critical new energy storage technologies
- the concept of energy payback
- social issues.

A teacher's guide is available from Media Group.
**Suggested Use:** Alternate Energy Sources; Sustainability
**Other Use:** Science: Secondary Level

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Upholstery; Welding

**Safety Care Series** (Video). Please refer to the titles: *Personal and Protective Equipment* and *Understanding Hazards and Risks.*

**Saskatchewan: Energy Resources** (Print-Non-Fiction). Melenchuk, Allan S. (Science Directions Series). Nelson Thomson Learning (NEL), 1997. 48 p. ISBN 0-17-604995-9 ($18.85 pbk.).

(SK) This resource explores the use of non-renewable fossil fuels in Saskatchewan. It is useful as a stand-alone resource or as a supplement to the *Science Directions Series.* Focusing on coal, oil and natural gases, information is presented on their formation; searching for, removing and refining them and the environmental impact of their use. Black-and-white diagrams, maps and graphs are used throughout the text. Included are a table of contents and a glossary.
**Suggested Use:** General
**Other Use:** Science: Grades 6 to 9; Science 10; Science: Secondary Level

**Saskatchewan Mining: A Resource for Teachers** (Print-Non-Fiction). Saskatchewan Mining Association (SMA), 2001. 203 p. No order number is required. ($FREE coil-bound).

(SK) The Education Committee of the Saskatchewan Mining Association has assembled this resource to assist teachers in raising the awareness of students about the impact that mining has on Saskatchewan. In addition to its application to the Energy and Mines Curriculum, links have been made to science and social science courses from Grades 4 to 12. Background information is presented on the history of mining, the minerals of Saskatchewan, exploration, the environment, safety and careers. Included in the appendix are student activities and overhead masters. Line drawings are used throughout the book.

This resource is only available by taking a three-hour workshop offered by the Saskatchewan Mining Association. There is no charge for the workshop or the resource. It is also available to teachers who participate in the annual Saskatchewan Mining Tour.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Saskatchewan Mining Journal** (Periodical). Sunrise Publishing Ltd. (SNR). ISSN 0709-0854 ($4.99).

(SK) This journal provides an excellent way to stay current with Saskatchewan mining issues. It is published once a year as a supplement to the June/July issue of the *Saskatchewan Business Magazine*. Well-written articles and colour photographs help to make the journal appealing to students and teachers.
**Suggested Use:** General

**Saskatchewan Resource Kit** (Kit). Saskatchewan Industry and Resources (SKM). No order number is required. ($FREE).

(SK) Produced by Saskatchewan Industry and Resources, this folder contains several useful resources for the classroom. A mineral resource map of Saskatchewan is provided along with several two-page fact sheets on minerals such as uranium, coal and oil. This is an excellent and inexpensive way to obtain good background information.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Saskatchewan Resources Series** (Video). Please refer to the titles: *Energy and the Environment*, *Petroleum*, *Potash* and *Uranium*.

**Saskatchewan's State of the Environment Report Series** (Print-Non-Fiction). Saskatchewan Environment (SERM). No order number is required. ($FREE pbk.).

Recommended titles in this series include the following:

*Saskatchewan's State of the*
*Environment Report:*
*The Need for Environmental*
*Indicators 1992*

*Saskatchewan's State of the*
*Environment Report 1995:*
*The Boreal Plain Ecozone:*
*A Forest Community*

*Saskatchewan's State of the*
*Environment Report 1997:*
*The Prairie Ecozone:*
*Our Agricultural Heartland*

*Saskatchewan's State of the*
*Environment Report 1999:*
*The Boreal Shield Ecozone:*
*A Land of Lakes and Forests.*

(SK) These documents from the Saskatchewan Environment and Resource Management Department provide an excellent overview of the status of Saskatchewan's environment and its resources. An examination of the report allows students to understand how well our province is managing our environmental impact and progressing toward sustainable development. Each of the reports focuses on a particular ecozone within the province. Photographs, maps, tables and charts illustrate the data that is presented. A glossary is included.
**Suggested Use:** Saskatchewan Geology and Geography; Sustainability
**Other Use:** Forestry Studies; Wildlife Management

**Science Directions Series** (Print-Non-Fiction). Please refer to the title: *Saskatchewan: Energy Resources.*

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the materials, the essential skills that are needed in that job and a better idea of workplace norms. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Technology Starters Series** (Video). Please refer to the title: *Alternative Energy.*

**Transit Across Canada Series** (Video). Please refer to the title: *Fire: Energy.*

**Turning Down the Heat: The New Energy Revolution** (Video). National Film Board of Canada (NFB), 1999. 49 min. Order no. C9199 020 ($49.95).

(CAN) Global warming and climate change in Canada and around the world are profiled in this excellent National Film Board video. As overconsumption and the burning of fossil fuels continue to create environmental problems, the need for alternative sources of energy is growing. Narrated by David Suzuki, this video examines alternative power sources such as solar, biogas, wind and hydrogen fuel cells.
**Suggested Use:** Alternate Energy Sources; Sustainability

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Uranium** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1990. 24 min. Dup. order no. V3562.

(SK) This program provides an overview of the following topics relating to the Saskatchewan uranium industry:

- the history of uranium
- the development of the industry
- mining, milling and marketing of uranium
- radiation
- environmental issues
- careers in the uranium industry.

**Suggested Use:** Uranium

**Uranium Exploration Techniques** (Print-Non-Fiction). Parslow, G. R., ed. Saskatchewan Geological Society (SSY), 1979. 340 p. No order number is required. ($5.00 pbk.).

(SK) Similar to other resources produced by the Saskatchewan Geological Society, this one is a collection of papers presented at a symposium. The articles collected in this resource deal with the geology of uranium exploration. While fairly technical and scientific, the abstracts and introductions may be useful in obtaining good background information. Maps, charts, graphs and photographs are used throughout the book.
**Suggested Use:** Saskatchewan Geology and Geography; Uranium; Teacher Reference

**Westray** (Video). National Film Board of Canada (NFB), 2001. 80 min. Order no. C9101 033 ($49.95).

(CAN) In 1992, the Westray coal mine in Nova Scotia experienced a devastating accident in which 26 workers were killed instantly. Over the years, the ensuing inquiry has met with little success in bringing to justice those who were responsible. In this

high-quality docudrama, excellent information is provided about the perils of coal mining and the struggle between labour and management.
**Suggested Use:** Coal
**Other Use:** Canadian Studies

**W5 Series** (Video). Please refer to the titles: *Dying to Work* and *Pipelines*.

**White Gold: Hydroelectric Power in Canada** (Print-Non-Fiction). Froschauer, Karl. UBC Press (GBW), 1999. 322 p. ISBN 0-7748-0708-3 ($85.00 hdc.). ISBN 0-7748-0709-1 ($29.95 pbk.).

(CAN) This resource examines the state of hydroelectric power in Canada from a sceptic's point of view. The author presents evidence to show that rather than helping the economy, big hydro projects have resulted in massive layoffs, environmental damage and huge debts. Five major projects are used as the basis for this analysis - Niagara Falls, Churchill Falls, James Bay, the Nelson River and the Peace River. Written at an academic level, teachers can use portions of this resource to bring in one point of view regarding hydropower in Canada. Other resources should be used in conjunction with this title in order to present opposing viewpoints. An index and a glossary are included.
**Suggested Use:** Electricity; Teacher Reference

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Learning, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Energy and Mines 10, 20 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other energy and mines resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**The Ecoregions of Saskatchewan** (Print-Non-Fiction). Acton, D. F., et al. Canadian Plains Research Centre (CPRC), 1998. 205 p. ISBN 0-88977-097-2 ($18.00 pbk.).

**Ecoregions of Saskatchewan: Exploring Ecological Wonders** (CD-ROM). (Encyclopedia of Saskatchewan Series). Canadian Plains Research Centre (CPRC), 1998. No order number is required. ($5.00).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Fundamentals of Petroleum. 4th ed.** (Print-Non-Fiction). Van Dyke, Kate. Petroleum Extension Service (PSV), 1997. 359 p. ISBN 0-88698-162-X ($35.00 U.S. pbk.).

**Geology of Saskatchewan: A Historical Approach** (Print-Non-Fiction). Gordon, Anthony. Western Extension College Publishers (WEC), 1979. 56 p. ISBN 0-920284-10-8 ($12.95 pbk.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Our Common Future: World Commission on Environment and Development** (Print-Non-Fiction). Oxford University Press (OUP), 1987. 400 p. ISBN 0-19-282080-X ($34.95 pbk.).

**Our Environment: A Canadian Perspective. 2nd ed.** (Print-Non-Fiction). Draper, Dianne. Nelson Thomson Learning (NEL), 2002. 540 p. ISBN 0-17-622236-7 ($72.00 hdc.).

**Our Petroleum Challenge. 6th ed.** (Print-Non-Fiction). Bott, Robert. Petroleum Communication Foundation (PETR), 1999. 101 p. ISBN 1-894348-00-1 ($16.95 coil-bound).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Saskatchewan: Energy Resources** (Print-Non-Fiction). Melenchuk, Allan S. (Science Directions Series). Nelson Thomson Learning (NEL), 1997. 48 p. ISBN 0-17-604995-9 ($18.85 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Alternative Energy** (Video). (Technology Starters Series). Landmark Media Inc. **(MGR)**, 1998. 14 min. Dup. order no. V3004.

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**The Earth Scientists** (Video). M & M Film Productions **(MGR)**, 1985. 18 min. Dup. order no. V2621.

**Energy and the Environment** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1991. 25 min. Dup. order no. V8442.

**Energy Choices: A Changing Environment** (Video). (Energy, the Pulse of Life Series). Jack Micay **(MGR)**, 1995. 19 min. Dup. order no. V6746. Teacher's Guide for series - Order no. G6746 ($24.00 pbk.).

**Energy Choices: Some Brighter Ideas** (Video). (Energy, the Pulse of Life Series). Jack Micay **(MGR)**, 1995. 26 min. Dup. order no. V6751. Teacher's Guide for series - Order no. G6746 ($24.00 pbk.).

**Fire: Energy** (Video). (Transit Across Canada Series). National Film Board of Canada **(MGR)**, 2000. 22 min. Dup. order no. V675.

**Manitoba Hydro** (Video). (Cool Jobs Series). McIntyre Media Limited **(MGR)**, 2002. 30 min. Dup. order no. V1008.

**Mining** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V719. Teacher's Guide for series - Order no. G712 ($8.49 spiral-bound).

**Mining in Saskatchewan** (Video). CKCK TV **(MGR)**, 1991. 8 min. Dup. order no. V8220.

**Offshore Oil and Natural Gas** (Video). Skerrett Communication Limited **(MGR)**, 1992. 26 min. Dup. order no. V9042.

**Oil and Gas Technology** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V720. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

**Petroleum** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1989. 29 min. Dup. order no. V3490.

**Potash** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1989. 22 min. Dup. order no. V3491.

**Renewable Energy: The Search for Endless Energy** (Video). Classroom Video **(MGR)**, 1999. 24 min. Dup. order no. V520. Teacher's Guide - Order no. G520 ($0.50 loose-leaf).

**Uranium** (Video). (Saskatchewan Resources Series). CKCK TV Creative Services **(MGR)**, 1990. 24 min. Dup. order no. V3562.

## Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*About Coal*
http://www.coal.ca/class.htm

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*British Columbia and Yukon Chamber of Mines*
http://www.bc-mining-house.com

*Canada's Natural Resources*
http://www.NRCan-RNCan.gc.ca/inter/index.html

*Canadian Gas Association*
http://www.cga.ca

*Canadian Nuclear Industry - Frequently Asked Questions*
http://www.nuclearfaq.ca/

*Canadian Renewable Fuels Association*
http://www.greenfuels.org

*Climate Change Saskatchewan*
http://www.climatechangesask.ca/

*Environment Canada - Green Lane*
http://www.ec.gc.ca/envhome.html

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Geological Survey of Canada*
http://www.NRCan.gc.ca/gsc/education_e.html

*Government of Canada Climate Change Site*
http://www.climatechange.gc.ca/english/index.shtml

*Green House Gas Emission Reductions - Regina*
http://www.climatechangesolutions.com/english/municipal/stories/buildings/regina.htm

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*International Institute for Sustainable Development*
http://www.iisd.org/default.asp

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Newfoundland Energy and Mines*
http://www.gov.nf.ca/mines&en/

*PotashCorp*
http://www.potashcorp.com

*Ready for Work*
http://www.readyforwork.sk.ca

*Re-energy: Renewable Energy Project Kit*
http://www.re-energy.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Industry and Resources*
http://www.gov.sk.ca/enermine

*Saskatchewan Industry and Resources - Potash*
http://www.gov.sk.ca/enermine/facts/sempota.htm

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Interactive - Mining*
http://interactive.usask.ca/ski/mining/index.html

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Mining Association*
http://www.saskmining.ca

*Saskatchewan Research Council*
http://www.src.sk.ca/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskEnergy*
http://www.saskenergy.com

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskPower*
http://www.saskpower.com/index.shtml

*SaskPower Fundamentals of Electricity*
http://saskpower.apogee.net/foe/

*SaskPower Homecheck Energy Use*
http://saskpower.apogee.net/res/

*SaskPower/SaskEnergy Homecheck Energy Use*
http://www.energycheck.ca/homecheck/default.htm

*SaskWork Online Guide*
http://www.saskworkguide.ca/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Alternate Energy Sources**

Alternative Energy
Energy and the Environment
Energy Choices: A Changing Environment
Energy Choices: Some Brighter Ideas
The Energy Conspiracy
Fire: Energy
The No-Nonsense Guide to Climate Change
Our Environment: A Canadian Perspective
Renewable Energy: The Search for Endless
Turning Down the Heat: The New Energy

**Career Development**

Blueprint for Life/Work Designs
The Earth Scientists
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor/Classroom
High School to Apprenticeship: A Link to
Manitoba Hydro
Mining
Oil and Gas Technology
Petroleum: Bridging the Future Series
Step Into the World of Workplace

**Coal**

Coal: Fueling the Future
Economic Minerals of Saskatchewan
Westray

**Electricity**

White Gold: Hydroelectric Power in

**General**

Geology and Mineral Resources of
Ground Work: Exploring for Minerals in
Mineral Resource Map of Saskatchewan
Mining in Canada
Mining in Saskatchewan
Our Environment: A Canadian Perspective
Saskatchewan: Energy Resources
Saskatchewan Mining: A Resource for
Saskatchewan Mining Journal
Saskatchewan Resource Kit

**Oil and Gas**

Fields of Fire: An Illustrated History
Fundamentals of Petroleum
The Great Oil Age: The Petroleum
Offshore Oil and Natural Gas
Oil and Gas in Saskatchewan
Our Petroleum Challenge
Petroleum
Petroleum: Bridging the Future Series
Pipelines
A Primer of Oilwell Drilling: A Basic
A Primer of Oilwell Service, Workover

**Potash**

Economic Minerals of Saskatchewan
Potash

**Safety**

Construction Safety Training System
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Moving Online…More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Understanding Hazards and Risks
WHMIS

**Saskatchewan Geology and Geography**

Atlas of Saskatchewan
Economic Minerals of Saskatchewan
The Ecoregions of Saskatchewan
Ecoregions of Saskatchewan: Exploring
Geological Highway Map of Saskatchewan

Geology and Mineral Resources of
Geology of Saskatchewan: A Historical
Mineral Resource Map of Saskatchewan
Oil and Gas in Saskatchewan
Saskatchewan's State of the Environment
Uranium Exploration Techniques

**Survey Course - Middle Level**

Alternative Energy
Fire: Energy
Ground Work: Exploring for Minerals in
Helping Solve the **(Out of Print Section)**
Saskatchewan Mining: A Resource for
Saskatchewan Resource Kit

**Survey Course - Secondary Level**

Fire: Energy
Geology of Saskatchewan: A Historical
Helping Solve the **(Out of Print Section)**
Our Environment: A Canadian Perspective
Our Petroleum Challenge
Saskatchewan Mining: A Resource for
Saskatchewan Resource Kit

**Sustainability**

Earthfuture: Stories From a Sustainable
Energy and the Environment
Energy Choices: A Changing Environment
Energy Choices: Some Brighter Ideas
The Energy Conspiracy
Fire: Energy
The No-Nonsense Guide to Climate Change
Our Common Future: World Commission on
Our Environment: A Canadian Perspective
Pollution Problems in the Mineral and
Renewable Energy: The Search for Endless
Saskatchewan's State of the Environment
Turning Down the Heat: The New Energy

**Teacher Reference**

Aboriginal Elders and Community Workers
Blueprint for Life/Work Designs
Economic Minerals of Saskatchewan
Geology and Mineral Resources of
The Great Oil Age: The Petroleum
Guide for New Workers: Counsellor/Classroom
Oil and Gas in Saskatchewan
Our Common Future: World Commission on
Pollution Problems in the Mineral and
Step Into the World of Workplace Learning
Uranium Exploration Techniques
White Gold: Hydroelectric Power in

**Uranium**

Economic Minerals of Saskatchewan
Uranium
Uranium Exploration Techniques

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## CD-ROM

Construction Safety Training System
Ecoregions of Saskatchewan: Exploring
Essential Skills/Compétences Essentielles
Ground Work: Exploring for Minerals in
Moving Online…More *Ready for Work*

## Kit

Ready for Work
Saskatchewan Resource Kit

## Map

Geological Highway Map of Saskatchewan
Mineral Resource Map of Saskatchewan

## Periodical

Saskatchewan Mining Journal

## Print-Anthology

Earthfuture: Stories From a Sustainable

## Print-Non-Fiction

Aboriginal Elders and Community Workers
Atlas of Saskatchewan
Blueprint for Life/Work Designs
Economic Minerals of Saskatchewan
The Ecoregions of Saskatchewan
Employability Skills Toolkit for the Self
Fields of Fire: An Illustrated History
Fundamentals of Petroleum
Geology and Mineral Resources of
Geology of Saskatchewan: A Historical
The Great Oil Age: The Petroleum
Guide for New Workers
Guide for New Workers: Counsellor/Classroom
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
The No-Nonsense Guide to Climate Change
Oil and Gas in Saskatchewan
Our Common Future: World Commission on
Our Environment: A Canadian Perspective
Our Petroleum Challenge
Pollution Problems in the Mineral and
A Primer of Oilwell Drilling: A Basic
A Primer of Oilwell Service, Workover
Saskatchewan: Energy Resources
Saskatchewan Mining: A Resource for
Saskatchewan's State of the Environment
Step Into the World of Workplace
Uranium Exploration Techniques
White Gold: Hydroelectric Power in

## Video

Alternative Energy
Coal: Fueling the Future
Don't Risk Your Life
Dying to Work
The Earth Scientists
Energy and the Environment
Energy Choices: A Changing Environment
Energy Choices: Some Brighter Ideas
The Energy Conspiracy
Eye Protection: The Humorous Approach
Fire: Energy
Manitoba Hydro
Mining
Mining in Canada
Mining in Saskatchewan
Offshore Oil and Natural Gas
Oil and Gas Technology
Personal Protective Equipment
Petroleum
Petroleum: Bridging the Future Series
Pipelines
Portable Extinguishers
Potash
Renewable Energy: The Search for Endless
Safety Care Series
Turning Down the Heat: The New Energy
Understanding Hazards and Risks
Uranium
Westray
WHMIS

# Forestry Studies 20, 30

## Titles and Descriptions

**Aboriginal Elders and Community Workers in Schools: A Guide for School Divisions and Their Partners** (Print-Non-Fiction). Saskatchewan Learning (SWN), 2001. 52 p. ISBN 1-894116-58-5 ($FREE pbk.).

(I/M, SK) The inclusion of elders and other aboriginal resource people in the school program is a beneficial component to many curricula. This resource will help to facilitate that process. Background information is provided about the benefits of involving elders, the traditional role of an aboriginal elder and some of the traditional ceremonies. The majority of the resource stresses the importance of creating a policy to facilitate the program and gives several examples of policies from school divisions.

This resource was distributed to all schools in 2001, but additional copies are available from the Community Education Unit of Saskatchewan Learning.
**Suggested Use:** Aboriginal Perspective
**Other Use:** Wildlife Management

**Aboriginal Forest-Based Ecological Knowledge in Canada** (Print-Non-Fiction). Bombay, Harry, Smith, Peggy and Murray, Angus. National Aboriginal Forestry Association (NAF), 1996. 55 p. ISBN 1-896955-08-8 ($10.00 pbk.).

(CAN, I/M) This discussion paper grew out of a proposal to include the aboriginal perspective as part of Canada's contribution to international discussions on sustainable forest management. The intent of these discussions was to share experiences and lessons learned about traditional forest-based ecological practices and to encourage the equitable sharing of benefits. The discussion paper presents several case studies that describe examples of how aboriginal knowledge is being applied in specific circumstances.
**Suggested Use:** Aboriginal Perspective

**Aboriginal Peoples and Natural Resources in Canada** (Print-Non-Fiction). Notzke, Claudia. Captus Press (CPYU), 1994. 337 p. ISBN 1-895712-03-3 ($35.00 hdc.).

(CAN, I/M) This resource offers an in-depth and comprehensive look at the opportunities and constraints that aboriginal people encounter in their efforts to use the natural resources of Canada. Some of the areas discussed include water resources, fisheries, forestry resources, wildlife and land management. The attempt to gain management power over these resources is examined in a historical context. Current legal, cultural and political factors are also addressed. The expanded table of contents and the index will assist teachers in locating the information they need.
**Suggested Use:** Aboriginal Perspective; Teacher Reference
**Other Use:** Wildlife Management

**Aboriginal Plant Use in Canada's Northwest Boreal Forest** (Print-Non-Fiction). Marles, Robin J., et al. UBC Press (GBW), 2000. 368 p. ISBN 0-7748-0738-5 ($25.95 pbk.).

(CAN, I/M) Over 200 plants from the boreal forest are described in this excellent resource. Each plant has a one- two-page spread in which there is a colour photograph combined with a brief overview of its appearance, habitat, medicinal and food uses, chemical properties and marketing potential. The introduction gives a comprehensive overview to aboriginal knowledge of the forest and the natural products it can provide. An index and a glossary are included.
**Suggested Use:** Aboriginal Perspective

**Ah... the Money, the Money, the Money: The Battle for Saltspring** (Video). National Film Board of Canada (NFB), 2001. 50 min. Order no. C9101 022 ($49.95).

(CAN) Saltspring Island, just off the East coast of Vancouver Island, is often viewed as Canada's Shangri La. The residents who live there enjoy the natural surroundings and lack of commercialization. However, all of this changed when a developer moved in and began to clear-cut the forests. This excellent video portrays the classic confrontation between those who wish to save the island's natural beauty and those who are looking at economic development.
**Suggested Use:** Conservation; Issues in Forestry
**Other Use:** Canadian Studies

**At the Cutting Edge: The Crisis in Canada's Forests** (Print-Non-Fiction). May, Elizabeth. Key Porter Books Limited (FEN), 1998. 294 p. ISBN 1-55013-832-4 ($19.95 pbk.).

(CAN) The executive director of the Sierra Club of Canada is the author of this book; therefore, it should come as no surprise that the book takes an anti-clearcutting position. Taking a province-by-province approach, warnings are given about continuing our current forest practices. The book is well researched and written. It includes colour photographs, maps, charts and an index.
**Suggested Use:** Issues in Forestry

**Atlas of Saskatchewan. 2nd ed.** (Print-Non-Fiction). Fun, Ka-iu, ed. University of Saskatchewan (USB), 1999. 336 p. ISBN 0-88880-387-7 ($125.00 hdc.). CD-ROM - ISBN 0-88880-417-2 ($32.95). Book and CD-ROM - No order number is required. ($139.95 set).

(SK) Distributed to all schools in 2000, this atlas provides a wealth of excellent information on all aspects of Saskatchewan. The physical environment, history, archaeology, wildlife, natural resources, population and economy are presented via thematic maps, tables and descriptions.

There is also a CD-ROM version of this atlas available.
**Suggested Use:** Saskatchewan Geology and Geography
**Other Use:** Forestry Studies; Wildlife Management

**Bill Nye the Science Guy: Plants and Forests** (Video). (Bill Nye the Science Guy Series). Magic Lantern Communications Ltd. (MAG), 1995. 50 min. Order no. 401-31-692 ($65.00).

Using a combination of science and humour, Bill Nye takes students on a voyage into the forests of the United States. In the process, the science of forest ecology is presented in a way that will entertain and educate students.
**Suggested Use:** Forest Ecology

**Bill Nye the Science Guy Series** (Video). Please refer to the title: *Bill Nye the Science Guy: Plants and Forests.*

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Boreal Forest Series** (Video). FEESA, An Environmental Education Society (FEESA). No order number is required.

Recommended titles in this series include the following:

| | | | |
|---|---|---|---|
| *Between the Stands* | 60 min. | 1994 | ($29.95) |
| *Boreal Forest Issues* | 60 min. | 1994 | ($29.95) |
| *A Forest of Values* | 56 min. | 1995 | ($29.95) |
| Set of 3 videos | | | ($40.00). |

(CAN) Each of these videos examines an aspect of Alberta's boreal forest and the issues surrounding it. The science, the economics and the politics of forestry are discussed through the eyes of four university students who represent the two sides of the issues studied. The topics are all applicable to Saskatchewan as well.

A teacher's utilization guide accompanies each video.
**Suggested Use:** Issues in Forestry

**Boreal Forest: Volume VIII** (CD-ROM). (It's Our Environment Series). Compics International Inc. (COI), 1999. No order number is required. ($40.00).

(CAN) This CD-ROM from the *It's Our Environment Series* offers 100 high-quality photographs (at five levels of resolution) of the boreal forest. It includes written inserts that briefly describe the photographs and their locations. A print sheet of thumbnail images is also provided. The digital images are useful for presentations when viewed directly on a computer or television monitor or an overhead projection screen. Also, the developer has granted permission for users to copy and paste images into documents or multimedia presentations.
**Suggested Use:** Forest Ecology; Forest Regions
**Other Use:** Science: Grades 6 to 9; Wildlife Management

**Bush Basics: A Common Sense Guide to Backwoods Adventure** (Print-Non-Fiction). Stedham, Glen. Orca Book Publishers Ltd. (ORC), 1997. 182 p. ISBN 1-55143-098-3 ($16.95 pbk.).

(CAN) Whether a student or teacher is new to the outdoors or a seasoned veteran, this resource can provide some excellent information to make field trips a rewarding experience. The book is well laid out and it is easy to find concise information on a variety of topics. There is good information provided on staying warm and dry, using maps and compasses, hiking technique, gear, bears, cookery, food and water. Line drawings are used throughout to support the areas being discussed. An index is provided.
**Suggested Use:** Experiencing the Forest
**Other Use:** Wildlife Management

**Bushcraft. Expanded ed.** (Print-Non-Fiction). Kochanski, Mors L. Lone Pine Publishing (LPP), 1987. 303 p. ISBN 1-55105-122-2 ($16.95 pbk.).

(CAN) Considered a classic in the field, this resource provides excellent coverage on outdoor skills and wilderness survival. The emphasis of the book is to provide the reader with information on the basic skills that are needed to live in the bush with a minimal dependence on technological materials and tools. Most resources dealing with backpacking trips will stress self-sufficiency, but in emergency situations there may be a use for the types of skills the author is discussing. The last third of the book takes an in-depth look at the trees of the northern forest and the survival items that can be made from them. Line drawings and colour photographs illustrate the author's main points. An index is included.
**Suggested Use:** Experiencing the Forest; Survey Course - Secondary Level
**Other Use:** Wildlife Management

**Canada's Forests: Learning From the Past, Building for the Future: A Teaching Kit** (Print-Non-Fiction). Canadian Forestry Association (CFR), 2000. 32 p. ISBN 0-9697839-7-3 ($4.00 booklet).

(CAN) This short booklet was produced to celebrate National Forest Week in 2000. The background information, student activities and teaching ideas are all very well done. Some of the areas covered include the history of forestry, model forests today, forestry issues, harvesting timber and papermaking. Line drawings and black-and-white photographs illustrate the material. A glossary is included.
**Suggested Use:** Management and Harvesting of Forest Resources; Survey Course - Middle Level; Survey Course - Secondary Level

**Canada's National Parks** (Print-Non-Fiction). Lloyd, Tanya. Whitecap Books Limited (WHI), 1997. 96 p. ISBN 1-55110-525-X ($17.95 hdc.).

(CAN) Essentially a picture book, this resource can certainly help students visualize the wide variety of landscapes and wildlife within our national parks. Each of the parks has at least one key aspect of its environment illustrated by some of the country's top photographers.
**Suggested Use:** Parks and Forestry
**Other Use:** Photographics/Photography; Wildlife Management

**Canadian Western Geographical Series** (Print-Non-Fiction). Please refer to the title: *Troubles in the Rainforest: British Columbia's Forest Economy in Transition.*

**Career Options for Women II Series** (Video). Please refer to the title: *Forestry.*

**Changing Parks: The History, Future and Cultural Context of Parks and Heritage Landscapes** (Print-Non-Fiction). Marsh, John S. and Hodgins, Bruce W., eds. Natural Heritage/Natural History Inc. (NHN), 1998. 311 p. ISBN 1-896219-06-3 ($19.95 pbk.).

(CAN) In a collection of 18 articles, noted park experts discuss many of the key issues facing Canada's parks and the ecosystem within them. There is an Ontario focus to the book, but most of the themes are applicable to all of Canada. Some of the key areas covered that would be of interest to the course deal with the aboriginal perspective, parks as protected places, ecotourism in parks and the evolution of World Heritage Sites in Canada. An index is included.
**Suggested Use:** Parks and Forestry
**Other Use:** Wildlife Management

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and WHMIS. Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one or more of the modules. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Horticulture; Machining; Mechanical and Automotive; Welding

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**An Eclectic Guide to Trees East of the Rockies** (Print-Non-Fiction). Blouin, Glen. Boston Mills Press (FIR), 2001. 280 p. ISBN 1-55046-351-9 ($29.95 pbk.).

(CAN) While the focus of the book is on identification, the author moved beyond the typical tree book and included interesting additional information. Some of these topics include looking at trees in terms of their history, their value as habitat for wildlife and their natural enemies. Aboriginal people's use of trees, the properties of wood for woodworking and planting and care of trees are also explored. Colour photographs accompany each description. A glossary is included.
**Suggested Use:** Forest Ecology

**Eco-Backpacking: A Guide for Communing Softly With Nature. 3rd ed.** (Print-Non-Fiction). Brawn, Christopher Alan. Al Brawn Consulting (CAB), 2001. 284 p. ISBN 0-9695401-8-3 ($25.00 coil-bound).

(CAN) What may appear to be just another manual on how to backpack also focuses on communing with nature. As stated in the introduction, the most important reason to backpack is to be part of rather than apart from the natural world. It is to escape from the artificial world where people are controlled by the laws of society to the real world where everything is alive and inspired by the laws of nature. In order to travel safely in this natural world, the author has provided an excellent introduction to all the information readers would need to experience the outdoors. Under the "Leader Responsibility" section, there are chapters dealing with first aid, environmental ethics, legal responsibilities and risk management plans. The section related to student responsibilities has information on clothing, backpacks, tents, weather and cooking. The second half of the resource presents challenges for backpackers such as taking a minimum impact approach, dealing with hazards such as bears, lightning and water. It also provides information on advocacy and environmental associations. Line drawings are used throughout to illustrate the points being discussed.
**Suggested Use:** Experiencing the Forest; Survey Course - Secondary Level
**Other Use:** Wildlife Management

**Ecoforestry: The Art and Science of Sustainable Forest Use** (Print-Non-Fiction). Drengson, Alan Rike and Taylor, Duncan MacDonald, eds. New Society Publishers (RAI), 1997. 312 p. ISBN 0-86571-365-0 ($29.95 pbk.).

(CAN) In a collection of several articles, the editors have compiled a work that focuses on a new forestry paradigm–ecologically and economically sustainable forest use. Some of the topics covered include forest ecosystems, fire management, community forestry, wood and forest products and the ecology movement. The layout of each of the short articles makes the resource accessible to students. Black-and-white photographs, charts, maps and tables are used throughout the book. A glossary is included.
**Suggested Use:** Issues in Forestry; Teacher Reference

**Ecological Classification of Saskatchewan's Mid-Boreal Ecoregions Using Resource Maps and Aerial Photographs** (Print-Non-Fiction). Beckingham, J. D., Futoransky, V. A. and Corns, I. G. W. Canadian Forest Service-Northern Forestry Centre (RAI), 1999. 83 p. ISBN 0-660-17864-8 ($19.95 coil-bound).

(SK) There is a great deal of specialized information in this resource. Because it is a scientific report, it will require teacher intervention to make it accessible to students. The book provides excellent aerial photographs, forest inventory maintenance maps and soil survey maps for specific locations. Procedures are described to identify and map mixed wood ecosites using the above sources of information. A tree species identification guide and a glossary are included.
**Suggested Use:** Forest Ecology; Forest Regions; Teacher Reference

**Eco-Orienteering: A Sport for Everyone** (Print-Non-Fiction). Brawn, Christopher Alan. Al Brawn Consulting (CAB), 1992. 70 p. ISBN 0-9695401-1-6 ($15.00 coil-bound).

(CAN) While this resource specializes in information about the sport of orienteering, it also contains excellent information on the use of maps and compasses. The data is well laid out and the line drawings effectively illustrate the points being made. An index is included.
**Suggested Use:** Experiencing the Forest
**Other Use:** Wildlife Management

**The Ecoregions of Saskatchewan** (Print-Non-Fiction). Acton, D. F., et al. Canadian Plains Research Centre (CPRC), 1998. 205 p. ISBN 0-88977-097-2 ($18.20 pbk.).

(SK) This exploration of Saskatchewan's ecoregions and ecozones emphasizes the relationship between the environment and its inhabitants. The book provides a description of the physical setting, such as geology and climate and biological features including vegetation and wildlife for each of the ecozones in Saskatchewan. Black-and-white photographs, line drawings, tables, charts and maps illustrate the resource. A glossary is included.
**Suggested Use:** Saskatchewan Wildlife; Wildlife and Ecosystems; Teacher Reference
**Other Use:** Energy and Mines; Wildlife Management

**Ecoregions of Saskatchewan: Exploring Ecological Wonders** (CD-ROM). (Encyclopedia of Saskatchewan Series). Canadian Plains Research Centre (CPRC), 1998. No order number is required. ($5.00).

(SK) This exploration of Saskatchewan's ecoregions and ecozones emphasizes the relationship between the environment and its inhabitants. The CD-ROM looks at the province through stories and information about Saskatchewan's geology, vegetation, wildlife and human activity.

The CD-ROM was previously distributed to each school in the province.
**Suggested Use:** Forest Regions; Teacher Reference
**Other Use:** Energy and Mines; Wildlife Management

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**The Encyclopedia of Wood: A Tree-by-Tree Guide to the World's Most Versatile Resource** (Print-Non-Fiction). Walker, Aidan, ed. Facts On File, Inc. (ERD), 1989. 192 p. ISBN 0-8160-2159-7 ($44.95 hdc.).

This resource provides a fascinating look at the commercial use of over 150 of the world's most popular trees. The anatomy and life cycle of the trees are described, and an appreciation for the woods' beauty and uses is emphasized. There is a special section on deforestation and conservation along with a description of the process for turning a tree into a finished product. Each of the trees discussed has a half-page profile describing its range, appearance, properties and uses. Maps, line drawings and colour photographs are used throughout the text. An index and a glossary are included.
**Suggested Use:** Forest Ecology; Management and Harvesting of Forest Resources; Survey Course - Secondary Level
**Other Use:** Construction and Carpentry

**Engineered Wood Products** (Video). Classroom Video (CVO), 2000. 22 min. No order number is required. ($79.00).

This program looks at how the trees from the forest are turned into wood products such as particle board, melanie, fibreboard, plywood and laminate veneer. The manufacturing process for these products is followed from start to finish. The last part of the video looks at how these products are used in construction.
**Suggested Use:** Management and Harvesting of Forest Resources
**Other Use:** Construction and Carpentry

**EnviroCareers: A Guide to Careers in the Environment Sector** (Kit). Canadian Council for Human Resources (CCRH), 2000. ISBN 0-9684778-8-7 ($FREE).

(CAN) This kit contains a CD-ROM, a video, a sample journal *EnviroXchange,* a pamphlet entitled *Make a Difference* and a facilitator's guide. It also includes a book called *A Guide to Careers in the Environment Sector.* The resources in this kit provide an excellent source of information on a wide range of careers related to the environment.

The video profiles several people who are working in the environmental field. This offers students information on the tasks involved with each job.

The CD-ROM allows students to match their skills and interests to a particular career in the area. The production values are top notch, and it is available free of charge.
**Suggested Use:** Career Development
**Other Use:** Wildlife Management

**Environmental Change and Challenge: A Canadian Perspective** (Print-Non-Fiction). Dearden, Philip and Mitchell, Bruce. Oxford University Press (OUP), 1998. 565 p. ISBN 0-19-541014-9 ($89.95 hdc.).

(CAN) In a very thorough and well-laid-out approach, the authors have provided an excellent resource about environmental issues in Canada. The book takes a very broad approach to environmental concerns, but there are many areas where topics from the curriculum are a key component. Some of the more relevant topics covered include sustainable development, endangered species, urban environmental management, forestry, impact assessment and conflict resolution. Colour photographs, maps, tables and charts are used throughout the book. Case studies help to clarify and illustrate the ideas and each chapter ends with a summary and review questions. A glossary and an index are included.
**Suggested Use:** Forest Ecology

**Other Use:** Wildlife Management

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Exploring Ecosystems Series** (Print-Non-Fiction). Please refer to the title: *Woods and Forests.*

**Eyewitness Handbooks Series** (Print-Non-Fiction). Please refer to the title: *Trees.*

**Eyewitness Series** (Print-Non-Fiction). Please refer to the title: *Tree.*

**A Field Guide to Eastern Forests: North America** (Print-Non-Fiction). Kricher, John and Morrison, Gordon, illus. (The Peterson Field Guide Series). Houghton Mifflin Company (ALL), 1998. 488 p. ISBN 0-395-92895-8 ($29.95 pbk.).

This field guide takes a very comprehensive look at eastern forests. While the emphasis is on the United States, the general concept of looking at the entire ecology of a forest within one source makes it useful to the course. Not only are the trees identified and studied, but descriptions of the birds, mammals, flowers, insects and amphibians are also included. The guide is well illustrated with colour photographs and colour plates. An index is included.
**Suggested Use:** Forest Ecology; Forest Regions
**Other Use:** Wildlife Management

**Field Guide to Ecosites of the Mid-Boreal Ecoregions of Saskatchewan** (Print-Non-Fiction). Beckingham, J. D., Nielsen, D. G. and Futoransky, V. A. Natural Resources Canada (RAI), 1996. 458 p. ISBN 0-660-16387-X ($29.95 pbk.).

(SK) The scientific and technical nature of this title may put it beyond the average student's use. For example, there are 12 pages of instruction on how-to read the fact sheets contained within the book. However, with teacher guidance this resource can provide some interesting facts and statistics about the boreal forests of Saskatchewan. Colour photographs, line drawings, graphs and tables all add to the very complete coverage that the book provides. Over 103 common plants are identified as well as several soil types and vegetation zones. An index of common and scientific names is provided.
**Suggested Use:** Forest Ecology; Forest Regions

**A Field Guide to Forest Insects and Diseases of the Prairie Provinces** (Print-Non-Fiction). Hiratsuka, Y., Langor, D. W. and Crane, P. E. Natural Resources Canada (RAI), 1995. 297 p. ISBN 0-660-15948-1 ($29.95 pbk.).

(CAN) The most common insects and diseases of trees in the prairie provinces are discussed in terms of their symptoms, distribution, hosts, disease life cycle and damage. The expanded table of contents allows users to quickly find the disease or insect that they are looking for within the broad categories of coniferous or broadleaf trees. There is also a section on other damaging agents such as frost, wind, ice, hail and lightning. Colour photographs are used to supplement the one page of text detailing each disease. The format of the book makes it ideal for field trips. An index and a glossary are included.
**Suggested Use:** Experiencing the Forest; Forest Ecology

**First Nation Forestry Program Newsletter** (Periodical). Canadian Forest Service (CNFS). Published twice a year - ISSN 1492-1847 ($FREE).

(CAN, I/M) The First Nation Forestry Program is a partnership program between Indian and Northern Affairs Canada and Natural Resources Canada. Each issue of the newsletter presents information about the involvement of First Nations people with forestry projects throughout Canada.
**Suggested Use:** Aboriginal Perspective

**Focus on Forests Saskatchewan: An Activity Guide for Grade 9 to Grade 12 Teachers on Forests and Forest Management** (Print-Non-Fiction). Saskatchewan Environment and Resource Management (SFA), 1996. 182 p. No order number is required. ($10.00 to attend workshop).

(SK) This is an excellent resource that highlights Saskatchewan forests and the forestry industry. The ecosystem, the effects of human activity and responsible stewardship are all covered in a teacher friendly format. Each lesson, such as how trees grow, forested lands and change in forest ecosystems contain objectives, suggested materials, background information and several activities. Line drawings illustrate each of the activities. A glossary is included. There are several indexes to assist teachers. One is by subject and grade; another is by Common Essential Learnings; a third is by setting–indoors or outdoors.

Please note that this resource is available at a nominal charge through a workshop run by the Saskatchewan Forestry Association.
**Suggested Use:** Experiencing the Forest; Forest Ecology; Forest Regions; Survey Course - Secondary Level

**Forest Alert: A Documentary Exposé** (Video). National Film Board of Canada (NFB), 2000. 68 min. Order no. H0199 010 ($49.95).

(CAN) Set in the forests of Quebec, this NFB video takes a look at the problems the industry is facing. It calls current forestry practices into question and examines possible alternatives. Most of the issues raised and the solutions discussed are also applicable to the Saskatchewan situation. The video is in French with English subtitles.

**Suggested Use:** Issues in Forestry; Management and Harvesting of Forest Resources

**The Forest in Crisis** (Video). National Film Board of Canada (NFB), 1981. 21 min. Order no. 0181010 ($49.95).

(CAN) This video is rather dated, but it still can be used as a historical document. The film discusses serious questions about current forestry practices that were being used 20 years ago. In today's classroom, this could be used as a springboard to a discussion on what has changed. The myth of an inexhaustible supply of wood is dispelled, and the policies towards reforestation are addressed.
**Suggested Use:** Issues in Forestry

**Forest Management in Canada** (Print-Non-Fiction). Ross, Monique M. Canadian Institute of Resources Law (CIRL), 1995. 388 p. ISBN 0-919269-42-7 ($59.00 pbk.).

(CAN) The Canadian Institute of Resources Law was incorporated in 1979 with a mandate to examine the legal aspects of both renewable and non-renewable resources. With that said, it would appear a legal book examining the laws and policies affecting the forestry industry would be rather esoteric. In actual fact, this resource can be quite useful as a reference guide to answer several forest-related questions. Rather than detailing the actual acts, it provides a general discussion on topics such as the demands of tourism, the right to log, forest ownership, the role of marketing boards, provincial and municipal regulations and regulations affecting old growth timber harvest. The expanded table of contents provides easy access to each of these short discussions. A glossary is provided.
**Suggested Use:** Management and Harvesting of Forest Resources; Teacher Reference

**Forest Regions of Saskatchewan Series** (Video). Please refer to the title: *Northern Boreal.*

**Forest Tree Diseases of the Prairie Provinces** (Print-Non-Fiction). Hiratsuka, Y. Canadian Forest Service-Northern Forestry Centre (RAI), 1987. 142 p. ISBN 0-662-15281-6 ($34.95 pbk.).

(CAN) Unlike the author's previous title, *Field Guide to Forest Insects and Diseases of the Prairie Provinces,* this one concentrates on diseases alone. While there is some overlap of material, the larger format of this title lends itself to use as a reference book in the resource centre. Colour photographs are used to illustrate each of the diseases discussed. The text description includes a discussion of the cause, hosts, symptoms, disease cycle, damage and control. An index and a glossary are included.
**Suggested Use:** Forest Ecology

**Forestry** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V717. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

(CAN) Canada is the world's largest forest products exporter. The forest industry has long been a staple of Canada's economy. Some 300 000 Canadians are employed by forestry in a wide range of jobs that include loggers, tree planters, greenhouse technicians, forest engineers, consultants and firefighters. This program from the *Career Options for Women II Series* features women as helicopter pilots, dispatch attendants and forest technicians.

Supporting print is available from Media Group.
**Suggested Use:** Career Development

**Forestry** (Video). (Saskatchewan Resources Series). CKCK TV **(MGR)**, 1993. 24 min. Dup. order no. V8813. Teacher's Guide - Order no. G8813 ($4.34 loose-leaf).

(SK) Topics investigated include historical information on forests and forest industry in Saskatchewan, forest resources, production, processing and marketing, relationships with the environment, forest technology and careers. This program offers a wealth of information, and interdisciplinary activities make it applicable to several curriculum areas.

A teacher's guide is also available through Media Group.
**Suggested Use:** General

**Forestry Field Trip Videos** (Video). FEESA, An Environmental Education Society (FEESA), 1999. 28 min. No order number is required. ($20.00).

(CAN) Although the four short programs in this video were produced for use in Alberta schools, they are useful for beginning an informed study and discussion of forest-related issues in Saskatchewan classrooms.

The teacher's guide supports each of the programs "Tree Harvesting," "Sawmills," "Pulp Mills" and "Reforestation" with background information and suggested activities.
**Suggested Use:** Issues in Forestry; Management and Harvesting of Forest Resources

**Forests of Hope: Stories of Regeneration** (Print-Non-Fiction). Kuchli, Christian. New Society Publishers (RAI), 1997. 244 p. ISBN 0-86571-378-2 ($39.95 pbk.).

The author's assumptions that globalization and forest degradation seem to go hand in hand were put to the test as he travelled the world. Through his study of the state of the world's forests, a rather bleak outlook for the future became apparent, but surprisingly enough there were many signs of hope as well. It is these positive signs that are addressed in this resource. The state of the forest in 12 countries, developed and developing, is profiled. The unifying theme throughout all the examples is that a universal culture of sustainability is the key to a healthy future. Beautiful colour photographs add to the book's appeal.
**Suggested Use:** Conservation; Forest Regions; Issues in Forestry

**Fred's Forest: An Interactive Forestry Game: Version 3.1** (CD-ROM). British Columbia Ministry of Forests (BMF), 1996. No order number is required. ($FREE).

(CAN) Distributed free of charge by the British Columbia Ministry of Forests, this interactive game is geared towards creating an awareness of forest management practices. Several scenarios are presented so that users see the effects of planting density, thinning, pruning and time of harvest. In the end, the goal is to make a profit after all the costs and revenues are considered.
**Suggested Use:** Management and Harvesting of Forest Resources; Survey Course - Secondary Level

**Going Wild: Hunting, Animal Rights, and the Contested Meaning of Nature. Revised & expanded ed.** (Print-Non-Fiction). Dizard, Jan E. University of Massachusetts Press (UMA), 1999. 230 p. ISBN 1-55849-190-2 ($17.95 U.S. pbk.).

By focusing on a forest reserve in Massachusetts, the author has brought forward all of the key arguments about forest management, hunting and wildlife management. A very balanced and thorough treatment is given to the ethics of hunting and animal rights. The concept of a hands-off approach to nature versus managing natural areas is also discussed. Tables and charts are used to illustrate some of the key points. An index is included.
**Suggested Use:** Issues in Forestry
**Other Use:** Wildlife Management

**The Great Northern Kingdom: Life in the Boreal Forest** (Print-Non-Fiction). Lynch, Wayne. Fitzhenry & Whiteside Ltd. (FHW), 2001. 160 p. ISBN 1-55041-617-0 ($39.95 hdc.).

(CAN) The boreal forest is a major component of Saskatchewan's landscape, and this resource captures the beauty and diversity of life within it. In a series of loosely connected articles, the author has described the life cycle of many animals and plants that have adapted to the northern environment.

Excellent scientific information written in an entertaining format is provided on mammals, birds, frogs, forests and flowers. Each section is illustrated with stunning colour photographs. An index is provided.
**Suggested Use:** Forest Ecology
**Other Use:** Wildlife Management

**The Green Logger** (Video). Alberta-Pacific Forest Industries Inc. (ABF), 1995. 14 min. No order number is required. ($FREE).

(CAN) Produced for use in the logging industry, this video is intended to provide an overview of the principles of ecosystem management to new loggers. It stresses the importance of changing traditional forestry practices to support the realization that while the forest ecosystem continues to be a source of lumber, it also has a wealth of other resources to offer.
**Suggested Use:** Management and Harvesting of Forest Resources

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Henderson Book Series** (Print-Non-Fiction). Please refer to the titles: *Parks and Protected Areas in Canada: Planning and Management* and *Phantom Parks: The Struggle to Save Canada's National Parks.*

**The Hidden Forest: The Biography of an Ecosystem. 1st ed.** (Print-Non-Fiction). Luoma, Jon R. Henry Holt & Co., Inc. (FEN), 1999. 228 p. ISBN 0-8050-1491-8 ($33.00 hdc.).

As the title indicates, this is a personal biography of a forest ecosystem. This may not fit with the traditional view of a biography, but the author is trying to reinforce the point that the forest is a living, breathing organism. In this well-written look at the forest ecosystem, an understanding of the delicate balances of the natural world is used to point the way to a new approach in forest management.
**Suggested Use:** Conservation; Forest Ecology; Issues in Forestry

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students that are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Identification Guide to the Trees of Canada** (Print-Non-Fiction). Lauriault, Jean. Fitzhenry & Whiteside Ltd. (FHW), 1992. 479 p. ISBN 1-55041-133-0 ($12.95 pbk.).

(CAN) This resource has been designed with the non-specialist public in mind. The book is organized by leaf structure within the two broad categories of coniferous and deciduous trees. Users can look in the table of contents to find a particular leaf shape, such as overlapping scale-like leaves, and find the names of trees that fit this description. Each individual entry has a distribution map and discussion about the tree's distinctive features, plus a drawing of the leaf and the tree. An index is included.
**Suggested Use:** Forest Ecology

**In the Bight: The BC Forest Industry Today** (Print-Non-Fiction). Drushka, Ken. Harbour Publishing Co. Ltd. (HPCL), 1999. 304 p. ISBN 1-55017-161-3 ($32.95 hdc.).

(CAN) Although this resource deals strictly with the situation in British Columbia, some of the information is also applicable to Saskatchewan. A description of the BC forests, their forest industry, public participation and government policy are rather limited in appeal to Saskatchewan. However, there are sections on harvesting, silviculture and the use of the forest that could be used with Saskatchewan curricula. If a comparison of policies and forestry practices is needed, this resource could serve well in that role. An index is included.
**Suggested Use:** Management and Harvesting of Forest Resources; Teacher Reference

**Indicator Plant Species in Canadian Forests** (Print-Non-Fiction). Ringius, Gordon S. and Sims, Richard A. Canadian Forest Service-Northern Forestry Centre (RAI), 1997. 218 p. ISBN 0-660-16823-5 ($19.95 pbk.).

(CAN) This resource identifies and discusses the shrubs, grasses, ferns and mosses as plants that indicate the environmental health of Canada's forests. Each of the plants listed has a map indicating distribution, a line drawing of its leaf structure and a discussion of its appearance and characteristics. There is also a description of its significance to forest management. An index and a glossary are included.
**Suggested Use:** Forest Ecology; Teacher Reference

**It's Our Environment Series** (CD-ROM). Please refer to the titles: *Boreal Forest: Volume VIII* and *Subarctic Woodlands: Volume VII.*

**The IWA in Canada: The Life and Times of an Industrial Union** (Print-Non-Fiction). Neufeld, Andrew and Parnaby, Andrew. New Star Books Ltd. (NSB), 2000. 321 p. ISBN 0-921586-80-9 ($60.00 hdc.).

(CAN) A major component of the forestry industry is the workers and the union that represents them. All too often this aspect of the industry is forgotten, but this resource attempts to right that wrong. The history of the IWA is presented from its beginnings in the early 1900s to the current challenges that it is facing in the global market place. The struggles, tragedies and accomplishments of the union and its membership are all addressed. The book includes an index and uses photographs throughout the text.
**Suggested Use:** Work Study; Teacher Reference

**Landscapes of Saskatchewan Series** (Video). SIAST- Kelsey Campus **(MGR)**, 1974. Order numbers follow.

(SK) Recommended titles in this series include the following:

| | | |
|---|---|---|
| *Introduction* | Dup. order no. V5535 | 11 min. |
| *The Badlands* | Dup. order no. V5536 | 15 min. |
| *The Far North* | Dup. order no. V5581 | 13 min. |
| *Lake Plains and Meltwater Channels* | Dup. order no. V5537 | 16 min. |
| *Moraines* | Dup. order no. V5538 | 16 min. |
| *The River* | Dup. order no. V5539 | 17 min. |
| *The Shield* | Dup. order no. V5582 | 17 min. |
| *The Southern Boreal Forest* | Dup. order no. V5540 | 11 min. |
| *The Southern Uplands* | Dup. order no. V5541 | 11 min. |

Each of the videos in this series takes an in-depth look at the ecology of a region in Saskatchewan. By examining the badlands, the shield or the boreal forest, a good understanding for the environment of Saskatchewan and the wildlife within it can be acquired.
**Suggested Use:** Forest Regions
**Other Use:** Wildlife Management

**Leader** (Periodical). Weyerhaeuser Canada (WYR). No order number is required. ($FREE).

(CAN, I/M) Weyerhaeuser Canada publishes this industry newsletter 10 times per year. Within each issue, Weyerhaeuser presents information on topics such as results of forest fire, reduction of emissions at the Prince Albert Mill and partnerships with First Nations.
**Suggested Use:** Management and Harvesting of Forest Resources

**Learning How the Great Northern Forest & Global Climate Interact: Boreal Ecosystem Atmosphere Study (BOREAS)** (CD-ROM). Parks Canada (PKC), 1994. No order number is required. ($40.00).

(SK) Produced by Parks Canada for use in schools, this CD-ROM takes students through the BOREAS project and uses several online activities to get them involved. Students can learn about the boreal forest ecology, the greenhouse effect and the connection between the boreal forest and the climate. There are over three hours of audio, animation, stills, text, QuickTime movies and learning games contained on the CD.

A teacher's guide is included.
**Suggested Use:** Experiencing the Forest; Forest Ecology; Forest Regions; Parks and Forestry; Survey Course - Middle Level; Survey Course - Secondary Level

**Lost** (Video). National Film Board of Canada (NFB), 1999. 52 min. Order no. C9199 078 ($49.95).

(CAN) In this video, the psychological, cultural, spiritual and physical experiences of being lost are examined. The emphasis though, is on the psychological element that explains why people make the worst decisions possible when they find themselves lost. The science of the search is also examined.
**Suggested Use:** Experiencing the Forest
**Other Use:** Psychology 20, 30; Wildlife Management

**Luna: The Stafford Giant Treesit** (Video). The Video Project (MCN), 1998. 20 min. No order number is required. ($150.00).

With careful screening, teachers will be able to decide if this type of video fits into their programs. The video follows the story of "Butterfly" and her treesit to save a giant redwood in California during the winter of 1997/98. It is an interesting look at a group within the environmental movement that believes in taking direct action to save the forest. This video could be an excellent discussion generator.
**Suggested Use:** Issues in Forestry
**Other Use:** Social Studies 20/History 20

**MacFarlane Woods: A Special Place** (Video). Folkus Atlantic **(MGR)**. 1994. 25 min. Dup. order no. V14.

(CAN) MacFarlane Woods provides a rare opportunity to visit a forest that has never been cut. One hundred-and-fifty-year-old trees tower over beautiful clearings filled with rare plants. The video is a valuable tool for teaching forestry, botany and conservation. In this program, students from Mabou Consolidated School in Cape Breton, Nova Scotia visit the woods with their biology teacher, a forester and a botanist.
**Suggested Use:** Conservation
**Other Use:** Science: Grades 6 to 9

**Medicine for the Outdoors: The Essential Guide to Emergency Medical Procedures and First Aid** (Print-Non-Fiction). Auerbach, Paul S. Lyons Press (FHW), 1999. 499 p. ISBN 1-55821-723-1 ($36.95 pbk.).

This is an excellent resource for teachers who take field trips with students. It provides a very complete description about performing first aid in a wilderness setting. Major medical problems such as bleeding, shock, burns and poisoning, and minor problems such as sprains, skin disorders and bruises are covered. Several disorders related to specific environments are also listed. Each topic has drawings to illustrate the problem and how to deal with it. An index and a glossary are included.
**Suggested Use:** Experiencing the Forest; Safety; Teacher Reference
**Other Use:** Wildlife Management

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Mushrooms of the Boreal Forest** (Print-Non-Fiction). Bossenmaier, Eugene F. University Extension Press (UEP), 1997. 105 p. ISBN 0-88880-355-9 ($19.95 coil-bound).

(SK) Used as a field guide, this resource would be useful during outdoor excursions into the boreal forests of Saskatchewan. Following a general discussion on the role of fungi within the forest ecosystem, the author presents the basic facts on over 200 mushrooms. Included are a colour photograph and a brief description of each species. There are several short discussions on mushroom lore throughout the book. An index and a glossary are included.
**Suggested Use:** Experiencing the Forest; Forest Ecology

**The NorSask Forest Story** (Print-Non-Fiction). Fraser Hamilton Inc. Mistik Management Ltd. (MKM), 1996. 172 p. ISBN 0-9699737-0-5 ($FREE pbk.).

(I/M, SK) This book presents an easy-to-read account of the NorSask Forest Management Plan. Full of colourful illustrations, the book presents perspectives on issues such as wildlife management, clearcutting and patchcuts and related environmental concerns. Elders and other northerners express their concerns about the exploitation of the forests and their desire for control over the resources upon which their communities depend.
**Suggested Use:** Aboriginal Perspective; Forest Ecology; Forest Regions; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Canadian Studies; Wildlife Management

**Northern Boreal** (Video). (Forest Regions of Saskatchewan Series). SIAST- Kelsey Campus **(MGR)**, 1972. 14 min. Dup. order no. V6191.

(SK) The program touches on the effects of plant diseases, fire and erosion in shaping the character of this woodland area.
**Suggested Use:** Forest Ecology

**One Two Tree** (CD-ROM). Icon Media Productions Inc. (CFR), 1999. No order number is required. ($19.95).

(CAN) Although this CD-ROM is aimed at Elementary Level students, the content and activities can be modified for use at the Middle and Secondary Levels. The purpose of the CD is to take a cross-curricular look at the life of a tree and learn about science, mathematics, English and art. Through sections detailing the needs and physiology of trees, stages of growth and the role of trees in the ecosystem, students will gain a greater awareness of tree ecology. There are several interactive activities for students to use.
**Suggested Use:** Forest Ecology; Survey Course - Middle Level; Survey Course - Secondary Level

**Our Common Future: World Commission on Environment and Development** (Print-Non-Fiction). Oxford University Press (OUP), 1987. 400 p. ISBN 0-19-282080-X ($34.95 pbk.).

Regarded by many as one of the most important documents to come before the United Nations, *Our Common Future* examines the critical environmental and developmental issues facing the planet. Often referred to as the Brundtland Report, this classic in the field of environmental literature discusses the problems our world is facing and also formulates realistic proposals to solve them. Topics discussed include population, food security, species conservation, energy choices, forestry and sustainable development. An index is included.
**Suggested Use:** Issues in Forestry; Teacher Reference

**Other Use:** Energy and Mines; Wildlife Management

**Our Environment: A Canadian Perspective. 2nd ed.** (Print-Non-Fiction). Draper, Dianne. Nelson Thomson Learning (NEL), 2002. 540 p. ISBN 0-17-622236-7 ($72.00 hdc.).

(CAN) In the same way that environmental issues deal with several disciplines, this excellent resource applies to several courses in practical and applied arts, sciences and social sciences. The book not only provides a scientific, but also a socio-economic balanced approach to the environmental issues affecting Canada and the world. Mining, energy, forests, wildlife and fresh water are just a few of the areas discussed in the section about Canada's resources for the future. Information concerning the environment and the world's population is also provided. Photographs, maps, charts, graphs and tables are used throughout the book to create an appealing layout. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Energy and Mines; Wildlife Management

**Our Life Sustaining Forests** (Video). The Video Project (MCN), 1999. 76 min. No order number is required. ($175.00).

A factual and very scientific examination of forests throughout the world is presented to try to prove that it is possible to achieve a balance between ecology and profit. Information is also provided as to what is needed to have a healthy forest and thus a healthy environment. Some of the topics covered include what forests are, why they are so important, how they are threatened, what biodiversity is and what can be done to preserve such a valuable resource.
**Suggested Use:** Forest Ecology; Issues in Forestry

**Outdoor Safety & Survival. Rev. & updated ed.** (Print-Non-Fiction). Lees, Judi. Douglas & McIntyre Publishing Group (UTP),

1997. 131 p. ISBN 1-55054-569-8 ($8.99 pbk.).

(CAN) This small resource is ideal for the field because it provides concise information about safety in the wilderness. It stresses the importance of having the proper clothing, food and equipment as well as knowing how to use a map and compass. If those essentials are properly managed, it is unlikely that problems will occur. Should an emergency arise, further information is provided on building a shelter, finding water and food, signalling, dealing with bears and hypothermia and performing first aid. Line drawings are used throughout the book to illustrate key areas. An index is included.
**Suggested Use:** Experiencing the Forest; Safety; Survey Course - Secondary Level
**Other Use:** Wildlife Management

**Parks and Protected Areas in Canada: Planning and Management** (Print-Non-Fiction). Dearden, Philip and Rollins, Rick, eds. (Henderson Book Series). Oxford University Press (OUP), 1993. 336 p. ISBN 0-19-540908-6 ($29.95 pbk.).

(CAN) The 15 essays in this resource describe the establishment and management of protected areas in Canada. The main focus is on the large national parks in Canada, although there are two articles on the provincial park system. Topics covered include the history of the national park system, parks legislation in Canada, management of the national parks, ecology and conservation in protected areas, visitor planning and the role of aboriginal people. Maps, photographs and tables are used throughout the text. Used as a teacher resource, some of the articles could provide good background information. An index is provided.
**Suggested Use:** Parks and Forestry
**Other Use:** Wildlife Management

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Welding

**The Peterson Field Guide Series** (Print-Non-Fiction). Please refer to the title: *A Field Guide to Eastern Forests: North America.*

**Phantom Parks: The Struggle to Save Canada's National Parks** (Print-Non-Fiction). Searle, Rick. (Henderson Book Series). Key Porter Books Limited (FEN), 2000. 262 p. ISBN 1-55263-160-5 ($32.95 pbk.).

(CAN) "Canada's national parks are dying" is the author's opening line to a work that pleads with Canadians to change their mindset about our national parks. The author also includes a request to put into action a personal plan to preserve these true images of Canada. While most Canadians feel that the purpose of the national parks is to protect the wildlife and the ecosystem, at the same time there are enormous pressures to turn them into commercialized parks. It is this contradiction that the author examines in great detail. This is an excellent resource to use for research into Canada's parks. An index is included.
**Suggested Use:** Parks and Forestry; Teacher Reference
**Other Use:** Wildlife Management

**Plants of the Western Boreal Forest & Aspen Parkland** (Print-Non-Fiction). Johnson, Derek, et al. Lone Pine Publishing (LPP), 1995. 392 p. ISBN 1-55105-058-7 ($24.95 pbk.).

(CAN) This is an excellent identification guide to use while on field trips into the boreal forest and aspen parkland. The trees of the area are identified, but the bulk of the book

presents a simple, but thorough account of all major plant groups occurring in this diverse ecoregion. Trees, shrubs, wildflowers, ferns, mosses and lichens are some of the groups covered. Each plant has a colour photograph and a short presentation of facts on its general appearance, leaves, flowers, fruit, range and general notes dealing with traditional uses. An index and a glossary are included.
**Suggested Use:** Aboriginal Perspective; Experiencing the Forest; Forest Ecology

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Prince Albert National Park Edu-Kit. 2nd rev. ed.** (Kit). Parks Canada (PKC), 1998. No order number is required. ($120.00).

(SK) This multimedia kit has been designed by the Prince Albert National Park staff to make a field trip to the park run more smoothly. The resources are primarily designed for use at the Middle Level, but they can be adapted to the Secondary Level. Through use of the kit, students are encouraged to discover the park's ecosystem, to consider issues associated with national parks and to learn how Canadians can participate in the protection of the ecosystem. This is an excellent resource to use prior to a field trip to the Prince Albert National Park.

The binder contains the following materials:

- *The Changing Landscape* (coil-bound book)
- 29 pictures
- Prince Albert National Park map
- *Ecoregions of Saskatchewan* (CD-ROM)
- *Boreal Ecosystem - Atmosphere Study* (CD-ROM)
- *Parks Canada* (folder of brochures)
- a video.

**Suggested Use:** Experiencing the Forest; Parks and Forestry; Survey Course - Secondary Level
**Other Use:** Wildlife Management

**Prince Albert National Park Trail Guide. 2nd ed.** (Print-Non-Fiction). Frith, Shanna D. Friends of Prince Albert National Park (FPA), 1997. 66 p. ISBN 0-9692133-7-9 ($14.95 pbk.).

(SK) If groups are going on a field trip to Prince Albert National Park, this guide will provide valuable support for their planning. Virtually all of the trails within the park are profiled, from easy one-hour strolls to three-day backpacking trips. Each of the trails has the basic facts listed such as distance, time, terrain, trailhead and facilities. Following these basic facts is a description of the hike and features to look for along the way. Good introductory information is given about trip preparation and hiking etiquette. Maps, photographs, drawings and tables are used to illustrate each of the trips discussed.
**Suggested Use:** Experiencing the Forest; Parks and Forestry
**Other Use:** Wildlife Management

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the title: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Return to Earth: Life Cycle of the Forest** (Video). Human Relations Media/HRM Video **(MGR)**, 1995. 16 min. Dup. order no. V2982.

This program uses microcinematography to observe organisms in the forest ecosystems, including mycelium, bacteria and protists to graphically demonstrate the interdependence of living things to achieve equilibrium of the ecosystem.
**Suggested Use:** Forest Ecology
**Other Use:** Science: Secondary Level

**The Sacred Balance: Rediscovering Our Place in Nature** (Print-Non-Fiction). Suzuki, David. Douglas & McIntyre Publishing Group (UTP), 1997. 259 p. ISBN 1-55054-548-5 ($29.95 hdc.).

(CAN) Although not all students will find this an easily understood book, David Suzuki's philosophy of conservation is one that is worth examining. In order for a society to be truly sustainable, the real requirements of society need to be met through bio-diversity, love and spirituality. Concrete suggestions are given on how these basic needs can be met in order to create a life that is ecologically sustainable, fulfilling and just. The stories of people who have put their beliefs into action to create a life in balance with nature are also explored. An index is provided.
**Suggested Use:** Conservation; Teacher Reference
**Other Use:** Wildlife Management

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00)

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

Each of the three videos takes a specialized look at the hazards that exist for the eye, hand or foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Commercial Cooking; Construction and Carpentry; Electrical and Electronics; Mechanical and Automotive; Upholstery; Welding

**Safety Care Series** (Video). Please refer to the titles: *Personal Protective Equipment* and *Understanding Hazards and Risks.*

**Saskatchewan Resources Series** (Video). Please refer to the title: *Forestry.*

**Saskatchewan Trails: A Guide to Nature Walks and Easy Hikes. 2nd ed.** (Print-Non-

Fiction). Karpan, Robin and Karpan, Arlene. Parkland Publishing (PKL), 2001. 288 p. ISBN 0-9683579-4-6 ($19.95 pbk.).

(SK) Now there is a new edition of this well-organized, practical resource that invites readers to take a hike! It provides an informative, detailed guide to over 100 trails. The trails are located throughout Saskatchewan's various landscapes including prairie grasslands, aspen parkland, boreal forest, shield country, badlands, lakelands and river valleys. The information on each trail includes distance, time to allow for the hike, access, facilities and cautions. This resource would serve as a valuable guide for teachers when choosing a location for an appropriate field trip. Numerous black-and-white photographs and maps support the reader friendly text. Included are a table of contents and an index.
**Suggested Use:** Experiencing the Forest
**Other Use:** Wildlife Management

**Saskatchewan's Forests** (Print-Non-Fiction). Canadian Forest Service-Northern Forestry Centre (FOR), 1994. 15 p. No order number is required. ($FREE booklet).

(SK) This short booklet provides an excellent introduction to the forest industry in Saskatchewan. Colour photographs, pie charts and tables are used to illustrate a discussion on topics such as tree species, harvesting, employment benefits, value-added manufacturing and forest management.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Saskatchewan's State of the Environment Report Series** (Print-Non-Fiction). Saskatchewan Environment (SERM). No order number is required. ($FREE pbk.).

(SK) Recommended titles in this series include the following:

*Saskatchewan's State of the*
*Environment Report:*
*The Need for Environmental*
*Indicators 1992*

*Saskatchewan's State of the*
*Environment Report 1995:*
*The Boreal Plain Ecozone:*
*A Forest Community*

*Saskatchewan's State of the*
*Environment Report 1997:*
*The Prairie Ecozone:*
*Our Agricultural Heartland*

*Saskatchewan's State of the*
*Environment Report 1999:*
*The Boreal Shield Ecozone:*
*A Land of Lakes and Forests.*

These documents from the Saskatchewan Environment and Resource Management Department provide an excellent overview to the status of Saskatchewan's environment and its resources. An examination of the report allows students to understand how well our province is managing our environmental impact and progressing toward sustainable development. Each of the reports focuses on a particular ecozone within the province. Photographs, maps, tables and charts illustrate the data that is presented. A glossary is included.
**Suggested Use:** Forest Regions
**Other Use:** Energy and Mines; Wildlife Management

**Silvicultural Terms in Canada. 2nd ed.** (Print-Non-Fiction). Natural Resources Canada (EMRC), 1995. 109 p. ISBN 0-662-61680-4 ($FREE pbk.).

(CAN) Following a general discussion of silviculture, the bulk of this resource gives an A-to-Z listing of terms with short two- three-line definitions. It is a worthwhile resource to have on hand or in the library when definitions of more obscure terms are needed. It is bilingual (French and English).
**Suggested Use:** Management and Harvesting of Forest Resources

**Solutions** (Periodical). Natural Resources Canada (EMRC). Published twice yearly - No order number is required. ($FREE).

(CAN) Produced twice a year by Natural Resources Canada, this bilingual and glossy journal is the newsletter of the Canadian Forest Service. Each issue contains several well-illustrated, short articles dealing with a number of topics. Some of the topics in recent issues include building a better tree, pest control, forest fires, the value of a forest and a kinder, gentler harvest. This is an excellent free resource.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**The Status of Wildlife Habitats in Canada 2001** (Print-Non-Fiction). Wildlife Habitat Canada (HAC), 2001. 98 p. ISBN 0-921553-30-7 ($FREE pbk.).

(CAN) The purpose of this resource is to examine the successes and challenges that still remain to conserve the natural environment and wildlife in Canada. The central theme argues that a healthy environment leads to a better life for Canadians both economically and socially. Key issues are examined in several chapters. Some of the topics include climate change, protected areas and the effects of forestry, agricultural development and urbanization upon wildlife habitat. Maps, tables and graphs are used to supplement the text.

A PDF version of this document is available at the Wildlife Habitat Canada website at http://www.whc.org.
**Suggested Use:** Conservation; Teacher Reference
**Other Use:** Wildlife Management

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Still Life for Woodpecker?** (Video). Sextant International **(MGR)**, 1992. 28 min. Dup. order no. V8781. Teacher's Guide - Order no. G8781 ($4.40 pbk.).

(I/M) This program incorporates an ancient aboriginal myth that shows the importance of preserving old growth forests by focusing on the pileated woodpecker and its critical role in the ecological chain. It presents options that may solve the problems that will arise for woodpeckers and other species in the intensively managed forests of the future.

Supporting print material is available from Media Group.
**Suggested Use:** Aboriginal Perspective; Conservation
**Other Use:** Science: Grades 6 to 9; Science: Secondary Level

**Subarctic Woodlands: Volume VII** (CD-ROM). (It's Our Environment Series). Compics International Inc. (COI), 1999. No order number is required. ($40.00).

(CAN) This CD-ROM from the *It's Our Environment Series* offers 100 high-quality photographs (at five levels of resolution) of the Subarctic Woodlands. It also includes written inserts that briefly describe the photographs and their locations. A print sheet

of thumbnail images is also provided. The digital images are useful for presentations when viewed directly on a computer, television monitor or an overhead projection screen. Also, the developer has granted permission for users to copy and paste images into documents or multimedia presentations.
**Suggested Use:** Forest Ecology; Forest Regions
**Other Use:** Science: Grades 6 to 9; Wildlife Management

**The Sustainable Forest and the New Forest Economy** (Video). Inside Edge Communications Inc. (INED), 2000. 60 min. No order number is required. ($79.00).

(CAN) The benefits of selective cutting to maintain a natural forest are profiled in this video. A forest in British Columbia is used as an example of how 50 years of selective logging has allowed for a profit to be made through value-added manufacturing. During this same time period, a healthy forest has been maintained by cutting only what the forest can replace.
**Suggested Use:** Management and Harvesting of Forest Resources

**Sustaining the Forest, the People, and the Spirit** (Print-Non-Fiction). Davis, Thomas. State University of New York Press (CUPS), 2000. 244 p. ISBN 0-7914-4415-5 ($18.95 U.S. hdc.).

(I/M) Although this resource is aimed beyond the high school level, teachers will find the book very useful to gain a better understanding of the aboriginal perspective. The author examines in detail the Menominee people of Wisconsin and how their sustainable forestry practices have led to a prosperous industry and a healthy environment. This case study of sustainable forestry development could be used as a rough guide for other communities to follow. Statistics, charts and graphs document the study. Forestry practices and the history, politics, economy and culture of the Menominee people are examined. It is this combination of forestry practices and culture that has allowed the Menominee people to create a successful forestry practice.
**Suggested Use:** Aboriginal Perspective; Issues in Forestry; Teacher Reference

**Timber for Tomorrow** (Video). Inside Edge Communications Inc. (HVD), 1996. 25 min. No order number is required. ($44.95).

(CAN) Since 1939, Merve Wilkinson has been using sustainable forestry practices on his Vancouver Island land. During this time, Merve has made a profit as well as maintained an intact ecosystem. As attitudes to clear-cutting change, this example of sustainable forestry has attracted international attention.
**Suggested Use:** Conservation; Issues in Forestry

**To Save the Wild Earth: Field Notes From the Environmental Frontline** (Print-Non-Fiction). Careless, Ric. Raincoast Books (RAI), 1997. 240 p. ISBN 1-55192-122-7 ($4.99 pbk.).

(CAN) In this resource, the author has provided a fascinating account of successful environmental campaigns to save unique wilderness areas of British Columbia. It is quite a motivational story as it shows the effectiveness of one person in these struggles. The complexity of the political process is revealed as readers follow the struggles to save the Nitinat Triangle, the Purcell Wilderness and the Tatshenshini River. As these campaigns are profiled, clear pictures of the wildlife and ecosystem that need protecting are presented. Black-and-white photographs are used to illustrate each of the areas and people involved. An index is included.
**Suggested Use:** Parks and Forestry
**Other Use:** Wildlife Management

**Tree** (Print-Non-Fiction). Burnie, David. (Eyewitness Series). Stoddart Publishing Co. Ltd. (CDS), 1988. 63 p. ISBN 0-7894-5820-9 ($19.95 hdc.).

With its very visual format, this book will certainly appeal to students looking for an introduction to the scientific aspects of trees. In short two-page sections, some of the topics covered include what a tree is, how trees grow, the tree trunk, fruit and berries, falling leaves, from tree to timber and tree care. Colour photographs and drawings illustrate each of the entries, and the text is clear and concise. An index is included.
**Suggested Use:** Forest Ecology; Survey Course - Middle Level; Survey Course - Secondary Level

**Tree and Shrub Insects of the Prairie Provinces** (Print-Non-Fiction). Ives, W. G. H. and Wong, H. R. Canadian Forest Service-Northern Forestry Centre (RAI), 1988. 327 p. ISBN 0-662-15770-2 ($39.95 pbk.).

(CAN) In this resource, over 600 species of insects that feed on trees and shrubs are discussed in terms of their distribution, hosts, importance, life cycle, appearance and damage. Colour photographs are used to illustrate the insect during its life cycle and the damage that insects cause to trees. Although the format of the book does not lend itself to field use, the information it provides would be very useful to assist in the identification of forest diseases caused by insects. Three different indexes are used–taxonomic, diagnostic and insect.
**Suggested Use:** Forest Ecology; Teacher Reference

**Treelines** (Periodical). Saskatchewan Forestry Association (SFA). Published quarterly - No order number is required. ($25.00).

(SK) The Saskatchewan Forestry Association publishes this newsletter on a quarterly basis. Each issue presents an excellent overview of Saskatchewan forestry news. There are updates concerning new programs available to educators, background information on forest ecology and the latest news from the forest industry.
Subscriptions are free with a membership in the Association.
**Suggested Use:** General

**Trees** (Print-Non-Fiction). Coombes, Allen J. (Eyewitness Handbooks Series). Dorling Kindersley, Inc. (CDS), 1992. 320 p. ISBN 1-56458-072-5 ($27.95 pbk.).

This resource is a visual guide to over 500 species of trees from around the world. The main body of the text is divided into conifers and broadleaves. The entry for each individual tree contains a colour photograph of the leaf structure with a scale drawing of the tree. The accompanying text contains data about the tree's physical characteristics, habitat and its native region. The fact that the book contains trees from around the world will allow comparisons to be made. In addition, the book contains background information on the parts of a tree, conifer or broadleaf, the botanical difference and leaves, flowers and fruit. An index is included.
**Suggested Use:** Forest Ecology

**Trees in Canada** (Print-Non-Fiction). Farrar, John Laird. Fitzhenry & Whiteside Ltd. (FHW), 1995. 502 p. ISBN 1-55041-199-3 ($45.00 hdc.).

(CAN) Recognized as "the" classic resource in the field, *Trees in Canada* has been in print since its first publication in 1917 as *Native Trees of Canada*. The book provides a guide to the native and introduced tree species found throughout Canada and the northern United States. The book is organized into 12 groups based on leaf shape and arrangement. Each of the individual trees within the group has an easy-to-read description of its characteristics and habitat accompanied by a map showing its range. Colour photographs and line drawings are used to illustrate the tree for easy identification in the field. A glossary and an index are included.
**Suggested Use:** Forest Ecology; Forest Regions; Survey Course - Secondary Level; Teacher Reference

**Trees of the West** (Print-Non-Fiction). Crittenden, Mable. Hancock House Publishers Ltd. (HCH), 1992. unp. ISBN 0-88839-269-9 ($14.95 pbk.).

Using clear black-and-white drawings, the author has provided a resource that can be used for easy identification of trees on the West Coast. The key that has been developed is quite technical, but it can be used to identify the majority of trees in North America. Each species of tree has a short description and reference to the detailed key to gain specific data. The American emphasis and lack of colour are disadvantages of this resource. An index and a glossary are provided.
**Suggested Use:** Forest Ecology; Teacher Reference

**Troubles in the Rainforest: British Columbia's Forest Economy in Transition** (Print-Non-Fiction). Barnes, Trevor J. and Hayter, Roger, eds. (Canadian Western Geographical Series). University of Victoria - Department of Geography (RAI), 1997. 303 p. ISBN 0-919838-23-5 ($24.95 pbk.).

(CAN) This resource discusses most of the issues facing the British Columbia forestry industry in a series of short, academic articles. While the problems of the rainforests in British Columbia may not directly apply to the Saskatchewan environment, most of the issues do. Topics such as the forest economy in transition, sustainable forestry, politics and public policy, aboriginal perspectives, forestry in the global marketplace and community development are written from the British Columbia perspective, but they also affect forestry in Saskatchewan. Photographs, maps, charts and tables are used to illustrate the topics being discussed.
**Suggested Use:** Issues in Forestry; Teacher Reference

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Wapahke: First Nation Forestry Program Newsletter for Quebec** (Periodical). Natural Resources Canada (EMRC). Published twice a year - ISSN 1480-7815 ($FREE).

(CAN, I/M) As the title indicates, this journal deals with forestry issues in Quebec, but the topics quite often have a connection to the Saskatchewan situation. Information is provided on a variety of topics including employment and training, the First Nations forestry program, sustainable development strategies and the establishment of a sawmill.
**Suggested Use:** Aboriginal Perspective

**Weyerhaeuser Insight** (Periodical). Weyerhaeuser Canada - Saskatchewan Division (WYC). No order number is required. ($FREE).

(SK) This newsletter provides an information update for community leaders concerning the latest developments within Weyerhaeuser Canada's Saskatchewan Division. Each of the two-page releases concentrates on a specific topic such as the 20-year plan for Weyerhaeuser to triple lumber production and relinquish rights to 1 000 000 hectares of forest land. This resource provides an excellent way to stay up-to-date on industry developments within Saskatchewan.
**Suggested Use:** Management and Harvesting of Forest Resources

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of

hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Wilderness Medicine Workbook. 5th ed.** (Print-Non-Fiction). Clausing, Tom, ed. Wilderness Medical Associates (WMA), 2002. 118 p. ISBN 0-9704646-1-4 ($7.50 coil-bound).

The case studies within this resource profile a wide range of accidents that have occurred during wilderness trips. The book is intended to be part of a workshop in which participants receive training in wilderness first aid. On its own, however, the resource provides a useful planning guide on how to assess and deal with injuries. Each case study consists of a one-page summary of the accident and is accompanied by an assessment form in which key information needs to be entered and a plan of action developed.
**Suggested Use:** Safety; Teacher Reference
**Other Use:** Wellness 10; Wildlife Management

**Wildlife Habitat Management of Forestlands, Rangelands, and Farmlands** (Print-Non-Fiction). Payne, Neil F. and Bryant, Fred C. Krieger Publishing Co. (KPC), 1998. 840 p. ISBN 1-57524-093-9 ($98.50 U.S. hdc.).

This resource provides a very detailed and scholarly compilation of proven techniques for enhancing the biodiversity of upland habitats. The full range of structural and nonstructural methods for natural and cultural habitat improvement is given. The book serves as a how-to field guide for those in the trade and as a teacher reference for the classroom. Drawings and photographs illustrate the techniques being discussed. An index is included.
**Suggested Use:** Forest Ecology; Teacher Reference
**Other Use:** Wildlife Management

**Woodlot Management Guide for the Prairie Provinces** (Print-Non-Fiction). The Farm Woodlot Association of Saskatchewan (FWA), 1993. ISBN 0-9697869-0-5 ($15.00 binder).

(SK) This comprehensive resource binder provides an introduction to forestry and woodlot management activities for landowners who have a minimal amount of knowledge or experience with woodlots. Divided into four large sections "Woodlot Assessment," "Multiple Land Use," "Products/Markets" and "Woodlot Management," this resource is designed to help landowners understand their woodlots and to invite them to develop goals and objectives for their land. The information is well organized with useful charts, maps, diagrams and pictures. Included in this resource are a table of contents and a glossary.
**Suggested Use:** Forest Ecology; Management and Harvesting of Forest Resources
**Other Use:** Science: Grades 6 to 9; Science: Secondary Level; Wildlife Management

**Woods and Forests** (Print-Non-Fiction). Martin, Patricia A. Fink. (Exploring Ecosystems Series). Watts, Franklin, Inc. (GRO), 2000. 143 p. ISBN 0-531-11697-2 ($37.00 hdc.).

Using an easy-to-read style and an abundance of photographs, the author has produced an excellent resource for introducing the ecology of the forest. In addition to a general discussion of forest ecology, the book features over 30 projects and investigations that will help students learn about woods and forests in an interactive way. Black-and-white photographs, drawings, charts and tables are used throughout the book. An index and a glossary are included.
**Suggested Use:** Experiencing the Forest; Forest Ecology; Survey Course - Middle Level; Survey Course - Secondary Level

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Boreal Forest Watch** (Kit). Rock, Barrett, et al. Complex Systems Research Center, n.d.

(CAN) *Boreal Forest Watch* is a comprehensive, educational outreach program of the Boreal Ecosystem Study (BOREAS) designed for students in Grades 9-12. This program introduces students to the techniques of field sampling; data collection, analyzing, and reporting and to the use of remote sensing data. Through this work, students assess global change and global warming and how it may affect the Canadian boreal forest ecosystems. The data collected will be used to build a long-term database for future global change studies. This program allows students and teachers to have a hands-on, inquiry-based approach to learning science. The *Boreal Forest Watch* training is only available through a *Boreal Forest Watch* workshop. The training component will include an intensive three-day weekend workshop (requiring one day of release time) at Prince Albert National Park. To arrange a workshop, please contact Prince Albert National Park at (306) 663-4511.
**Suggested Use:** Experiencing the Forest; Forest Ecology; Forest Regions; Parks and Forestry

**Forest** (Print-Non-Fiction). Burnie, David. (Inside Guides Series). Dorling Kindersley, Inc., 1998. 44 p. ISBN 1-55209-278-X.

As the subtitle suggests, this is an extraordinary look at forest ecology from the inside out. Using colourful drawings and photographs, students are taken inside the world of the forest to see how trees grow, how leaves work, what is beneath the bark, the self-defence mechanisms of a tree and life in the canopy. The text is rather sparse, but the visuals are extremely good. An index and a glossary are included.
**Suggested Use:** Forest Ecology; Survey Course - Middle Level; Survey Course - Secondary Level

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**National Parks of Canada** (Print-Non-Fiction). McNamee, Kevin and Kraulis, J. A., illus. Key Porter Books Limited, 1998. 224 p. ISBN 1-55013-985-1.

(CAN) In this beautifully illustrated book, each of Canada's National Parks is profiled with a brief history, the main attractions, the types of wildlife found, the ecological environment it is in and basic facts. In addition to the individual profiles, there is background information on the history of the park system in Canada and a discussion about the wildlife and ecosystem for each of

the geographic zones within the country that is represented by a park. An index is provided.
**Suggested Use:** Parks and Forestry
**Other Use:** Wildlife Management

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Forestry 20, 30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other forestry resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Eco-Backpacking: A Guide for Communing Softly With Nature. 3rd ed.** (Print-Non-Fiction). Brawn, Christopher Alan. Al Brawn Consulting (CAB), 2001. 284 p. ISBN 0-9695401-8-3 ($25.00 coil-bound).

**The Ecoregions of Saskatchewan** (Print-Non-Fiction). Acton, D. F., et al. Canadian Plains Research Centre (CPRC), 1998. 205 p. ISBN 0-88977-097-2 ($18.20 pbk.).

**Ecoregions of Saskatchewan: Exploring Ecological Wonders** (CD-ROM). (Encyclopedia of Saskatchewan Series). Canadian Plains Research Centre (CPRC), 1998. No order number is required. ($5.00).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Environmental Change and Challenge: A Canadian Perspective** (Print-Non-Fiction). Dearden, Philip and Mitchell, Bruce. Oxford University Press (OUP), 1998. 565 p. ISBN 0-19-541014-9 ($89.95 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Our Common Future: World Commission on Environment and Development** (Print-Non-Fiction). Oxford University Press (OUP), 1987. 400 p. ISBN 0-19-282080-X ($34.95 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Saskatchewan Trails: A Guide to Nature Walks and Easy Hikes. 2nd ed.** (Print-Non-Fiction). Karpan, Robin and Karpan, Arlene. Parkland Publishing (PKL), 2001. 288 p. ISBN 0-9683579-4-6 ($19.95 pbk.).

**Trees in Canada** (Print-Non-Fiction). Farrar, John Laird. Fitzhenry & Whiteside Ltd. (FHW), 1995. 502 p. ISBN 1-55041-199-3 ($45.00 hdc.).

**Woods and Forests** (Print-Non-Fiction). Martin, Patricia A. Fink. (Exploring Ecosystems Series). Watts, Franklin, Inc. (GRO), 2000. 143 p. ISBN 0-531-11697-2 ($37.00 hdc.).

# Titles Available From Media Group Educational Video Duplication

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Forestry** (Video). (Career Options for Women II Series). Third Wave Communications Inc. **(MGR)**, 2001. 24 min. Dup. order no. V717. Teacher's Guide for series - Order no. G712 ($8.94 spiral-bound).

**Forestry** (Video). (Saskatchewan Resources Series). CKCK TV **(MGR)**, 1993. 24 min. Dup. order no. V8813. Teacher's Guide - Order no. G8813 ($4.34 loose-leaf).

**Landscapes of Saskatchewan Series** (Video). SIAST- Kelsey Campus **(MGR)**, 1974. Order numbers follow.

(SK) Recommended titles in this series include the following:

| | | |
|---|---|---|
| *Introduction* | Dup. order no. V5535 | 11 min. |
| *The Badlands* | Dup. order no. V5536 | 15 min. |
| *The Far North* | Dup. order no. V5581 | 13 min. |
| *Lake Plains and Meltwater Channels* | Dup. order no. V5537 | 16 min. |
| *Moraines* | Dup. order no. V5538 | 16 min. |
| *The River* | Dup. order no. V5539 | 17 min. |
| *The Shield* | Dup. order no. V5582 | 17 min. |
| *The Southern Boreal Forest* | Dup. order no. V5540 | 11 min. |
| *The Southern Uplands* | Dup. order no. V5541 | 11 min. |

**MacFarlane Woods: A Special Place** (Video). Folkus Atlantic **(MGR)**, 1994. 25 min. Dup. order no. V14.

**Northern Boreal** (Video). (Forest Regions of Saskatchewan Series). SIAST- Kelsey Campus **(MGR)**, 1972. 14 min. Dup. order no. V6191.

**Return to Earth: Life Cycle of the Forest** (Video). Human Relations Media/HRM Video **(MGR)**, 1995. 16 min. Dup. order no. V2982.

**Still Life for Woodpecker?** (Video). Sextant International **(MGR)**, 1992. 28 min. Dup. order no. V8781. Teacher's Guide - Order no. G8781 ($4.40 pbk.).

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 12, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Design*
http://www.blueprint4life.ca

*Boreal Forest Network*
http://www.borealnet.org/main.html

*Boreal Forest Organization*
ttp://www.borealforest.org/index.php

*Canada Centre of Remote Sensing*
http://www.ccrs.nrcan.gc.ca/index.html

*Canada's Boreal Forest*
http://atlas.gc.ca/english/facts/borealforest/boreal_references_e.html

*Canada's Model Forest Program*
http://www.nrcan.gc.ca/cfs-scf/national/what-quoi/modelforest_e.html

*Canadian Christmas Tree Growers' Association*
http://www.christmastree.net/home_eng.htm

*Canadian Forest Service*
http://www.nrcan.gc.ca/cfs/cfs_e.html

*Canadian Forestry Association*
http://www.canadianforestry.com/

*Canadian Model Forest Network*
http://www.modelforest.net/e/home_/indexe.html

*Canadian Pulp and Paper Association*
http://www.cppa.org/english/

*Canadian Wildlife Federation*
http://www.cwf-fcf.org

*Canadian Wildlife Service*
http://www.cws-scf.ec.gc.ca/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Careers in the Forestry Industry*
http://www.nfpa.bc.ca/education/ourforests/careers/careers.html

*Ducks Unlimited Canada*
http://www.ducks.ca/index2.html

*Emergency Preparedness Canada - Prepared for the Woods*
http://www.epc-pcc.gc.ca/info-pro/self_help_ad/sch_fam_e.asp

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Farm Woodlot Association of Saskatchew*
*http://members.tripod.com/blsaw/index.htm*

*First Nation Forestry Program*
http://www.fnfp.gc.ca/fnfp_e.html

*Hinterland Who's Who*
http://www.cws-scf.ec.gc.ca/hww-fap/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Aboriginal Forestry Association*
http://www.nafaforestry.org/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Natural Resources Canada*
http://www.nrcan.gc.ca/homepage/ index.html

*Parks Canada*
http://www.pc.gc.ca/default_flash.html

*Parks Canada Environmental Conservation Program*
http://parkscanada.pch.gc.ca/index_e.asp

*Prairie Farm Rehabilitation Administration (PFRA)*
http://www.agr.gc.ca/pfra/shbgene.htm

*Prince Albert Model Forest*
http://www.pamodelforest.sk.ca/

*Prince Albert National Park*
http://parkscanada.pch.gc.ca/parks/saskatchewan/prince_albert/Prince_albert_e.htm

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Environment and Resource Management*
http://www.serm.gov.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Interactive - Environment*
http://interactive.usask.ca/ski/environment/index.html

*Saskatchewan Interactive - Forestry*
http://interactive.usask.ca/ski/forestry/index.html

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Science Centre*
http://www.sciencecentre.sk.ca/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*State of Canada's Forests*
http://www.nrcan.gc.ca/cfs/proj/ppiab/sof/common/latest.shtml

*Weyerhaeuser Canada*
http://www.weyerhaeuser.com/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Aboriginal Perspective**

Aboriginal Elders and Community Workers in
Aboriginal Forest-Based Ecological
Aboriginal Peoples and Natural Resources
Aboriginal Plant Use in Canada's
First Nation Forestry Program Newsletter
The NorSask Forest Story
Plants of the Western Boreal Forest
Still Life for Woodpecker?
Sustaining the Forest, the People, and
Wapahke: First Nation Forestry Program

**Career Development**

Blueprint for Life/Work Designs
EnviroCareers: A Guide to Careers in the
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Forestry (Career Options for Women Series)
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning

**Conservation**

Ah… the Money, the Money, the Money
Forests of Hope: Stories of Regeneration
The Hidden Forest: The Biography of an
MacFarlane Woods: A Special Place
The Sacred Balance: Rediscovering Our
The Status of Wildlife Habitats in Canada
Still Life for Woodpecker?
Timber for Tomorrow

**Experiencing the Forest**

Boreal Forest Watch **(Out of Print Section)**
Bush Basics: A Common Sense Guide
Bushcraft
Eco-Backpacking: A Guide for Communing
Eco-Orienteering: A Sport for Everyone
A Field Guide to Forest Insects and
Focus on Forests Saskatchewan
Learning How the Great Northern Forest
Lost
Medicine for the Outdoors: The Essential
Mushrooms of the Boreal Forest
Outdoor Safety & Survival
Plants of the Western Boreal Forest
Prince Albert National Park Edu-Kit
Prince Albert National Park Trail Guide
Saskatchewan Trails: A Guide to Nature
Woods and Forests

**Forest Ecology**

Bill Nye the Science Guy: Plants and
Boreal Forest: Volume VIII
Boreal Forest Watch **(Out of Print Section)**
An Eclectic Guide to Trees East of the
Ecological Classification of Saskatchewan's
The Encyclopedia of Wood: A Tree-by-Tree
Environmental Change and Challenge
A Field Guide to Eastern Forests: North
Field Guide to Ecosites of the Mid-Boreal
A Field Guide to Forest Insects and
Focus on Forests Saskatchewan
Forest **(Out of Print Section)**
Forest Tree Diseases of the Prairie
The Great Northern Kingdom: Life in the
The Hidden Forest: The Biography of an
Identification Guide to the Trees of Canada
Indicator Plant Species in Canadian
Learning How the Great Northern Forest
Mushrooms of the Boreal Forest
The NorSask Forest Story
Northern Boreal
One Two Tree
Our Life Sustaining Forests
Plants of the Western Boreal Forest
Return to Earth: Life Cycle of the Forest
Subarctic Woodlands: Volume VII
Tree
Tree and Shrub Insects of the Prairie
Trees
Trees in Canada
Trees of the West
Wildlife Habitat Management of
Woodlot Management Guide for the Prairie
Woods and Forests

## Forest Regions

Atlas of Saskatchewan
Boreal Forest: Volume VIII
Boreal Forest Watch **(Out of Print Section)**
Ecological Classification of Saskatchewan's
The Ecoregions of Saskatchewan (Print)
Ecoregions of Saskatchewan (CD-ROM)
A Field Guide to Eastern Forests: North
Field Guide to Ecosites of the Mid-Boreal
Focus on Forests Saskatchewan
Forests of Hope: Stories of Regeneration
Landscapes of Saskatchewan Series
Learning How the Great Northern Forest
The NorSask Forest Story
Saskatchewan's State of the Environment
Subarctic Woodlands: Volume VII
Trees in Canada

## General

Forestry (Saskatchewan Resources Series)
Our Environment: A Canadian Perspective
Saskatchewan's Forests
Solutions
Treelines

## Issues in Forestry

Ah... the Money, the Money, the Money
At the Cutting Edge: The Crisis in Canada's
Boreal Forest Series
Ecoforestry: The Art and Science of
Forest Alert: A Documentary Exposé
The Forest in Crisis
Forestry Field Trip Videos
Forests of Hope: Stories of Regeneration
Going Wild: Hunting, Animal Rights, and
The Hidden Forest: The Biography of an
Luna: The Stafford Giant Treesit
Our Common Future: World Commission on
Our Life Sustaining Forests
Sustaining the Forest, the People, and
Timber for Tomorrow
Troubles in the Rainforest: British

## Management and Harvesting of Forest Resources

Canada's Forests: Learning From the Past
The Encyclopedia of Wood: A Tree-by-Tree
Engineered Wood Products
Forest Alert: A Documentary Exposé
Forest Management in Canada
Forestry Field Trip Videos
Fred's Forest: An Interactive Forestry
The Green Logger
In the Bight: The BC Forest Industry
Leader
Silvicultural Terms in Canada
The Sustainable Forest and the New Forest
Weyerhaeuser Insight
Woodlot Management Guide for the Prairie

## Parks and Forestry

Boreal Forest Watch **(Out of Print Section)**
Canada's National Parks
Changing Parks: The History, Future and
Learning How the Great Northern Forest
National Parks of **(Out of Print Section)**
Parks and Protected Areas in Canada
Phantom Parks: The Struggle to Save
Prince Albert National Park Edu-Kit
Prince Albert National Park Trail Guide
To Save the Wild Earth: Field Notes From

## Safety

Construction Safety Training System
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Medicine for the Outdoors: The Essential
Moving Online...More *Ready for Work*
Outdoor Safety & Survival
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Understanding Hazards and Risks
WHMIS
Wilderness Medicine Workbook

## Survey Course - Middle Level

Canada's Forests: Learning From the Past
Forest **(Out of Print Section)**
Helping Solve the **(Out of Print Section)**
Learning How the Great Northern Forest
The NorSask Forest Story
One Two Tree

Saskatchewan's Forests
Solutions
Tree
Woods and Forests

**Survey Course - Secondary Level**

Bushcraft
Canada's Forests: Learning From the Past
Eco-Backpacking: A Guide for Communing
The Encyclopedia of Wood: A Tree-by-Tree
Focus on Forests Saskatchewan
Forest **(Out of Print Section)**
Fred's Forest: An Interactive Forestry
Helping Solve the **(Out of Print Section)**
Learning How the Great Northern Forest
The NorSask Forest Story
One Two Tree
Our Environment: A Canadian Perspective
Outdoor Safety & Survival
Prince Albert National Park Edu-Kit
Saskatchewan's Forests
Solutions
Tree
Trees in Canada
Woods and Forests

**Teacher Reference**

Aboriginal Peoples and Natural Resources
Blueprint for Life/Work Designs
Ecoforestry: The Art and Science of
Ecological Classification of Saskatchewan's
The Ecoregions of Saskatchewan (Print)
Essential Skills/Compétences Essentielles
Forest Management in Canada
Guide for New Workers: Counsellor
In the Bight: The BC Forest Industry Today
Indicator Plant Species in Canadian
The IWA in Canada: The Life and Times of
Medicine for the Outdoors: The Essential
Our Common Future: World Commission on
Phantom Parks: The Struggle to Save
The Sacred Balance: Rediscovering Our
The Status of Wildlife Habitats in Canada
Step Into the World of Workplace Learning
Sustaining the Forest, the People, and
Tree and Shrub Insects of the Prairie
Trees of the West
Troubles in the Rainforest: British
Wilderness Medicine Workbook
Wildlife Habitat Management of

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
The IWA in Canada: The Life and Times of
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### CD-ROM

Boreal Forest: Volume VIII
Construction Safety Training System
Ecoregions of Saskatchewan : Exploring
Essential Skills/Compétences Essentielles
Fred's Forest: An Interactive Forestry
Learning How the Great Northern Forest
Moving Online…More Ready for Work
One Two Tree
Subarctic Woodlands: Volume VII

### Kit

Boreal Forest Watch **(Out of Print Section)**
EnviroCareers: A Guide to Careers in the
Prince Albert National Park Edu-Kit
Ready for Work

### Periodical

First Nation Forestry Program Newsletter
Leader
Solutions
Treelines
Wapahke: First Nation Forestry Program
Weyerhaeuser Insight

### Print-Non-Fiction

Aboriginal Elders and Community Workers
Aboriginal Forest-Based Ecological
Aboriginal Peoples and Natural Resources
Aboriginal Plant Use in Canada's Northwest
At the Cutting Edge: The Crisis in Canada's
Atlas of Saskatchewan
Blueprint for Life/Work Designs
Bush Basics: A Common Sense Guide to Bushcraft
Canada's Forests: Learning From the Past
Canada's National Parks
Changing Parks: The History, Future and
An Eclectic Guide to Trees East of the
Eco-Backpacking: A Guide for
Ecoforestry: The Art and Science of
Ecological Classification of Saskatchewan's
Eco-Orienteering: A Sport for Everyone
The Ecoregions of Saskatchewan
Employability Skills Toolkit for the Self
The Encyclopedia of Wood: A Tree-by-Tree
Environmental Change and Challenge
A Field Guide to Eastern Forests: North
Field Guide to Ecosites of the Mid-Boreal
A Field Guide to Forest Insects and
Focus on Forests Saskatchewan
Forest **(Out of Print Section)**
Forest Management in Canada
Forest Tree Diseases of the Prairie
Forests of Hope: Stories of Regeneration
Going Wild: Hunting, Animal Rights, and
The Great Northern Kingdom: Life in the
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
The Hidden Forest: The Biography of an
High School to Apprenticeship: A Link to the
Identification Guide to the Trees of Canada
In the Bight: The BC Forest Industry Today
Indicator Plant Species in Canadian
The IWA in Canada: The Life and Times of
Medicine for the Outdoors: The Essential
Mushrooms of the Boreal Forest
National Parks of **(Out of Print Section)**
The NorSask Forest Story
Our Common Future: World Commission on
Our Environment: A Canadian
Outdoor Safety & Survival
Parks and Protected Areas in Canada
Phantom Parks: The Struggle to Save
Plants of the Western Boreal Forest
Prince Albert National Park Trail Guide
The Sacred Balance: Rediscovering Our
Saskatchewan Trails: A Guide to Nature
Saskatchewan's Forests
Saskatchewan's State of the Environment
Silvicultural Terms in Canada
The Status of Wildlife Habitats in Canada
Step Into the World of Workplace Learning
Sustaining the Forest, the People, and
To Save the Wild Earth: Field Notes From
Tree
Tree and Shrub Insects of the Prairie
Trees
Trees in Canada
Trees of the West
Troubles in the Rainforest: British

Wilderness Medicine Workbook
Wildlife Habitat Management of
Woodlot Management Guide for the Prairie
Woods and Forests

**Video**

Ah… the Money, the Money, the Money
Bill Nye the Science Guy: Plants and
Boreal Forest Series
Don't Risk Your Life
Dying to Work
Engineered Wood Products
Eye Protection: The Humorous Approach
Forest Alert: A Documentary Exposé
The Forest in Crisis
Forestry (Career Options for Women II Series)
Forestry
Forestry Field Trip Videos
The Green Logger
Landscapes of Saskatchewan Series
Lost
Luna: The Stafford Giant Treesit
MacFarlane Woods: A Special Place
Northern Boreal
Our Life Sustaining Forests
Personal Protective Equipment
Portable Extinguishers
Return to Earth: Life Cycle of the Forest
Safety Care Series
Still Life for Woodpecker?
The Sustainable Forest and the New Forest
Timber for Tomorrow
Understanding Hazards and Risks
WHMIS

# Wildlife Management 10, 20, 30

## Titles and Descriptions

**Aboriginal Elders and Community Workers in Schools: A Guide for School Divisions and Their Partners** (Print-Non-Fiction). Saskatchewan Learning (SWN), 2001. 52 p. ISBN 1-894116-58-5 ($FREE pbk.).

(I/M, SK) The inclusion of elders and other aboriginal resource people in the school program is a beneficial component to many curricula. This resource will help to facilitate that process. Background information is provided about the benefits of involving elders, the traditional role of an aboriginal elder and some of the traditional ceremonies. The majority of the resource stresses the importance of creating a policy to facilitate the program and gives several examples of policies from school divisions.

This resource was distributed to all schools in 2001, but additional copies are available from the Community Education Unit of Saskatchewan Learning.
**Suggested Use:** Aboriginal Perspective
**Other Use:** Energy and Mines; Forestry Studies; Law 30; Psychology 20/30

**Aboriginal Peoples and Natural Resources in Canada** (Print-Non-Fiction). Notzke, Claudia. Captus Press (CPYU), 1994. 337 p. ISBN 1-895712-03-3 ($35.00 hdc.).

(CAN, I/M) This resource offers an in-depth and comprehensive look at the opportunities and constraints that aboriginal people encounter in their efforts to use the natural resources of Canada. Some of the areas discussed include water resources, fisheries, forestry resources, wildlife and land management. The attempt to gain management power over these resources is examined in a historical context. Current legal, cultural and political factors are also addressed. The expanded table of contents and the index will assist teachers in locating the information they need.
**Suggested Use:** Aboriginal Perspective; Teacher Reference
**Other Use:** Forestry Studies

**Animal Signatures. 4th ed.** (Print-Non-Fiction). Claridge, Edward and Milligan, Betty Ann. (Field Guide Series). Nimbus Publishing Ltd. (NIM), 1992. 72 p. ISBN 1-55109-048-1 ($6.95 pbk.).

(CAN) This resource could be useful as a field guide during outdoor experiences. It offers sketches of several common animals' tracks and basic data on their size, colour and habitat. Information is also provided to help enthusiasts identify the browse (vegetation used as food) and scat (droppings) of particular animals. The black-and-white drawings are a major component of the book.
**Suggested Use:** Outdoor Experiences; Saskatchewan Wildlife; Survey Course - Secondary Level

**Animal Tracks of Saskatchewan** (Print-Non-Fiction). Sheldon, Ian and Eder, Tamara. Lone Pine Publishing (LPP), 2000. 160 p. ISBN 1-55105-314-4 ($8.95 pbk.).

(SK) The size and format of this resource make it ideal to use during field trips. In addition to mammals, the book also describes the tracks of birds, amphibians and reptiles. Each two-page spread provides a drawing of the animals' tracks plus a short write up describing their movements and habits. A picture of the animal is also provided along with a discussion about stride patterns. An index is included.
**Suggested Use:** Saskatchewan Wildlife; Survey Course - Middle Level; Survey Course - Secondary Level

**Animal Welfare and Human Values** (Print-Non-Fiction). Preece, Robert and Chamberlain, Lorna. Wilfrid Laurier University

Press (WLU), 1995. 334 p. ISBN 0-88920-256-7 ($20.95 pbk.).

(CAN) While the authors state that they are squarely on the side of the animals, they also indicate that they have serious reservations about the animal liberationists. They feel that the liberationists do not want to seek solutions to the difficult issues surrounding hunting, fishing, trapping and other areas concerning the rights of animals. Used with teacher mediation, this is an excellent resource to stimulate debate and discussion in the classroom. An index is included.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference

**Atlas of Saskatchewan. 2nd ed.** (Print-Non-Fiction). Fun, Ka-iu, ed. University of Saskatchewan (USB), 1999. 336 p. ISBN 0-88880-387-7 ($125.00 hdc.). CD-ROM - ISBN 0-88880-417-2 ($32.95). Book and CD-ROM - No order number is required. ($139.95 set).

(SK) Distributed to all schools in 2000, this atlas provides a wealth of information related to wildlife in Saskatchewan. The physical environment, history, archaeology, wildlife, natural resources, population and economy are presented via thematic maps, tables and descriptions. There is also a CD-ROM version available.
**Suggested Use:** Saskatchewan Wildlife
**Other Use:** Energy and Mines; Forestry Studies

**Backyard Habitat for Canada's Wildlife** (Print-Non-Fiction). Mycio-Mommers, Luba and Fisher, Susan. Canadian Wildlife Federation (CNW), 1997. 189 p. ISBN 1-55029-090-8 ($26.70 spiral-bound).

(CAN) This excellent resource promotes a hands-on project approach that brings the concepts of wildlife management to the home. There are very practical suggestions given on how to create a backyard habitat that will promote conservation and encourage an appreciation for the habitat needs of wildlife. The emphasis is on using the proper plants, trees and shrubs to attract wildlife. Each of the projects is graded from simple to advanced, so the resource will be suitable for the Middle and Secondary Level. Black-and-white and colour drawings are used to illustrate the book. A listing of suitable plants is given and an index is included.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Wildlife and Ecosystems

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Boreal Forest: Volume VIII** (CD-ROM). (It's Our Environment Series). Compics International Inc. (COI), 1999. No order number is required. ($40.00).

(CAN) This CD-ROM from the *It's Our Environment Series* offers 100 high-quality photographs (at five levels of resolution) of the Boreal Forest. It includes written inserts that briefly describe the photographs and their locations. A print sheet of thumbnail images is also provided. The digital images are

useful for presentations when viewed directly on a computer or television monitor or an overhead projection screen. Also, the developer has granted permission for users to copy and paste images into documents or multimedia presentations.
**Suggested Use:** Saskatchewan Wildlife
**Other Use:** Forestry Studies; Science: Grades 6 to 9

**Bush Basics: A Common Sense Guide to Backwoods Adventure** (Print-Non-Fiction). Stedham, Glen. Orca Book Publishers Ltd. (ORC), 1997. 182 p. ISBN 1-55143-098-3 ($16.95 pbk.).

(CAN) Whether a person is new to the outdoors or a seasoned veteran, this resource can provide some excellent information to make field trips a rewarding experience. The book is well laid out, and it is easy to find concise information on a variety of topics. There is good information provided on staying warm and dry, using maps and compasses, hiking technique, gear, bears, cookery, food and water. Line drawings are used throughout to support the areas being discussed. An index is provided.
**Suggested Use:** Outdoor Experiences; Survey Course - Secondary Level
**Other Use:** Forestry Studies

**Bushcraft. Expanded ed.** (Print-Non-Fiction). Kochanski, Mors L. Lone Pine Publishing (LPP), 1987. 303 p. ISBN 1-55105-122-2 ($16.95 pbk.).

(CAN) Considered a classic in the field, this resource provides excellent coverage on outdoor skills and wilderness survival. The emphasis of the book is to provide the reader with information on the basic skills that are needed to live in the bush with a minimal dependence on technological materials and tools. Most resources dealing with backpacking trips will stress self-sufficiency, but in emergency situations there may be a use for the types of skills the author is discussing. The last third of the book takes an in-depth look at the trees of the northern forest and the survival items that can be made from them. Line drawings and colour photographs illustrate the author's main points. An index is included.
**Suggested Use:** Outdoor Experiences; Survey Course - Secondary Level
**Other Use:** Forestry Studies

**Canada's National Parks** (Print-Non-Fiction). Lloyd, Tanya. Whitecap Books Limited (WHI), 1997. 96 p. ISBN 1-55110-525-X ($17.95 hdc.).

(CAN) Essentially a picture book, this resource can certainly help students visualize the wide variety of landscapes and wildlife within our national parks. Each of the parks has at least one key aspect of its environment illustrated by some of the country's top photographers.
**Suggested Use:** Parks and Wildlife; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Forestry Studies; Photographics/ Photography

**Canadian Wetlands: Volume II** (CD-ROM). (It's Our Environment Series). Compics International Inc. (COI), 1997. No order number is required. ($40.00).

(CAN) This CD-ROM from the *It's Our Environment Series* offers 100 high-quality photographs (at five levels of resolution) of the Canadian Wetlands. It includes written inserts that briefly describe the photographs and their locations. A print sheet of thumbnail images is also provided. The digital images are useful for presentations when viewed directly on a computer or television monitor or an overhead projection screen. Also, the developer has granted permission for users to copy and paste images into documents or multimedia presentations.
**Suggested Use:** Aquatic Environments
**Other Use:** Science: Grades 6 to 9

**Canoeing the Churchill: A Practical Guide to the Historic Voyageur Highway** (Print-Non-Fiction). Marchildon, Greg and Robinson, Sid. (Discover Saskatchewan Series). Canadian Plains Research Centre

(CPRC), 2002. 477 p. ISBN 0-88977-148-0 ($29.95 pbk.).

(SK) Northern Saskatchewan has a rich historical, cultural and environmental legacy that can be best experienced by canoeing the Churchill River system. This resource provides an excellent collection of practical advice and historical background for people wishing to safely canoe all or sections of this major river. From the Clearwater River in the West to Cumberland House in the East, the book is divided into 11 different sections. Each section provides detailed route maps and descriptions, connections to the aboriginal heritage and discussions about the voyageur heritage that can be seen along the river. Photographs, drawings and maps are used throughout the book. An index is included.
**Suggested Use:** Outdoor Experiences

**A Century of Fur Harvesting in Saskatchewan** (Print-Non-Fiction). Runge, Wayne. (Wildlife Report Series). Saskatchewan Environment and Resource Management (SERM), 1995. 85 p. No order number is required. ($FREE pbk.).

(SK) Although this resource has been written as a technical report, teachers will find a great deal of useful information within it. Following a chapter discussing the early history of fur trapping in Saskatchewan, the remainder of the book examines each decade from 1910 to the 1990s. Each chapter presents a short written description about developments during that time period and several tables, charts and graphs illustrate the trends in the industry. These statistical charts provide an excellent opportunity to incorporate math skills within the course.
**Suggested Use:** Hunting and Fishing; Issues in Wildlife Management; Teacher Reference

**Changing Parks: The History, Future and Cultural Context of Parks and Heritage Landscapes** (Print-Non-Fiction). Marsh, John S. and Hodgins, Bruce W., eds. Natural Heritage/Natural History Inc. (NHN), 1998. 311 p. ISBN 1-896219-06-3 ($19.95 pbk.).

(CAN) In a collection of 18 articles, noted park experts discuss many of the key issues facing Canada's parks and the ecosystem within them. There is an Ontario focus to the book, but most of the themes are applicable to all of Canada. Some of the key areas covered that would be of interest to the course deal with the aboriginal perspective, parks as protected places, ecotourism in parks and the evolution of World Heritage Sites in Canada. An index is included.
**Suggested Use:** Parks and Wildlife; Teacher Reference
**Other Use:** Forestry Studies

**Commercialization and Wildlife Management: Dancing With the Devil** (Print-Non-Fiction). Hawley, Alex W. L., ed. Krieger Publishing Co. (KPC), 1993. 124 p. ISBN 0-89464-795-4 ($16.50 U.S. hdc.).

(CAN) In a series of short stimulating essays, wildlife management is covered from its origins to its current problems. Many of these articles have a Canadian viewpoint as the author is from Nova Scotia and organized the conference where the ideas were delivered. This is an excellent resource for teachers and students who would like to have a greater understanding and awareness of the vision, failures, achievements and accountability in wildlife management. An index is included.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference

**Developing Your Wildlife Viewing Site** (Print-Non-Fiction). Saskatchewan Watchable Wildlife Association (UEP), n.d. 79 p. No order number is required. ($28.00 pbk.).

(SK) Although this resource is aimed at professionals or landowners who may be developing a wildlife-viewing site, there is a great deal of useful information that may be applicable to the classroom. By following the practical steps needed to create a viable viewing site, students can obtain a greater appreciation and understanding for the effort that is required to preserve wildlife in Saskatchewan. The resource could be used as the basis for a scaled down student

project. Black-and-white photographs, drawings and charts illustrate the key points of the book.
**Suggested Use:** Issues in Wildlife Management; Wildlife and Ecosystems; Teacher Reference

**Discover Saskatchewan Series** (Print-Non-Fiction). Please refer to the title: *Canoeing the Churchill.*

**Don't Risk Your Life** (Video).
Saskatchewan Labour **(MGR)**, 2003. 15 min.
Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000.
19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Eco-Backpacking: A Guide for Communing Softly With Nature. 3rd ed.** (Print-Non-Fiction). Brawn, Christopher Alan.
Al Brawn Consulting (CAB), 2001. 284 p.
ISBN 0-9695401-8-3 ($25.00 coil-bound).

(CAN) What may appear to be just another manual on how to backpack also focuses on communing with nature. As stated in the introduction, the most important reason to backpack is to be part of rather than apart from the natural world. It is to escape from the artificial world where people are controlled by the laws of society to the real world where everything is alive and inspired by the laws of nature. In order to travel safely in this natural world, the author has provided an excellent introduction to all the information readers would need to experience the outdoors. Under the "Leader Responsibility" section, there are chapters dealing with first aid, environmental ethics, legal responsibilities and risk management plans. The section related to student responsibilities has information on clothing, backpacks, tents, weather and cooking. The second half of the resource presents challenges for backpackers such as taking a minimum impact approach, dealing with hazards such as bears, lightning and water. It also provides information on advocacy and environmental associations. Line drawings are used throughout to illustrate the points being discussed.
**Suggested Use:** Outdoor Experiences; Survey Course - Secondary Level
**Other Use:** Forestry Studies

**Ecology and Conservation of Wolves in a Changing World** (Print-Non-Fiction).
Carbyn, Ludwig N. and Fritts, Steven H.
Canadian Circumpolar Institute (CNI), 1995.
620 p. ISBN 0-919058-93-0 ($35.00 pbk.).

(CAN) While this resource is rather academic, it does provide excellent data about wolves and many useful charts and tables that can be applied to classroom use. The collection of papers by several experts in the field examines topics such as wolf management, recovery and reintroduction

programs, wolf predation, behaviour and diseases. Photographs and maps are also used to supplement the text. An index is included.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference

**Ecology of Fish and Wildlife** (Print-Non-Fiction). Burton, DeVere. Delmar Publications (NEL), 1995. 420 p. ISBN 0-8273-6065-7 ($67.50 hdc.).

Following a general introduction to the basics of ecology, this resource takes a more detailed look at the ecology of mammals, birds, fish, reptiles and amphibians. The last section looks at conservation and management. This book includes a list of objectives at the start of each chapter and ends with reviews, questions and further learning activities. Career options are connected to each area being discussed. *Ecology of Fish and Wildlife* is well illustrated with black-and-white photographs, drawings, tables, charts and maps. An index and a glossary are included.
**Suggested Use:** Survey Course - Secondary Level; Wildlife and Ecosystems

**Eco-Orienteering: A Sport for Everyone** (Print-Non-Fiction). Brawn, Christopher Alan. Al Brawn Consulting (CAB), 1992. 70 p. ISBN 0-9695401-1-6 ($15.00 coil-bound).

(CAN) While this resource specializes on information about the sport of orienteering, it also contains excellent information on the use of maps and compasses. The data is well laid out and the line drawings effectively illustrate the points being made. An index is included.
**Suggested Use:** Outdoor Experiences
**Other Use:** Forestry Studies

**The Ecoregions of Saskatchewan** (Print-Non-Fiction). Acton, D. F., et al. Canadian Plains Research Centre (CPRC), 1998. 205 p. ISBN 0-88977-097-2 ($18.00 pbk.).

(SK) This exploration of Saskatchewan's ecoregions and ecozones emphasizes the relationship between the environment and its inhabitants. The book provides a description of the physical setting, such as geology and climate and biological features including vegetation and wildlife for each of the ecozones in Saskatchewan. Black-and-white photographs, line drawings, tables, charts and maps illustrate the resource. A glossary is included.
**Suggested Use:** Saskatchewan Wildlife; Wildlife and Ecosystems; Teacher Reference
**Other Use:** Forestry Studies

**Ecoregions of Saskatchewan: Exploring Ecological Wonders** (CD-ROM). (Encyclopedia of Saskatchewan Series). Canadian Plains Research Centre (CPRC), 1998. No order number is required. ($5.00).

(SK) This exploration of Saskatchewan's ecoregions and ecozones emphasizes the relationship between the environment and its inhabitants. The CD-ROM looks at the province through stories and information about Saskatchewan's geology, vegetation, wildlife and human activity.

This CD-ROM was previously distributed to each school in the province.
**Suggested Use:** Saskatchewan Wildlife; Wildlife and Ecosystems
**Other Use:** Forestry Studies; Social Studies: Grades 7-9

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.

**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Encyclopedia of Saskatchewan Series** (CD-ROM). Please refer to the title: *Ecoregions of Saskatchewan: Exploring Ecological Wonders.*

**Endangered Species** (Print-Non-Fiction). Cothran, Helen, ed. (Opposing Viewpoints Series). Greenhaven Press (SBC), 2001. 156 p. ISBN 0-7377-0506-X ($42.60 hdc.). ISBN 0-7377-0505-1 ($27.25 pbk.).

Although this is an American resource, it does take a global view, and the arguments raised are applicable to the course. The format of presenting two articles with divergent points of view is very useful at the high school level and can help generate discussion on the issues. Within the overall context of endangered species, individual articles deal with the introduction of non-native species, the effectiveness of wildlife reserves, the merits of captive breeding programs, wolf reintroduction plans, commercial whaling and ecotourism. Editorial cartoons provide some comic relief to the debates being presented. An index is included.
**Suggested Use:** Issues in Wildlife Management

**EnviroCareers: A Guide to Careers in the Environment Sector** (Kit). Canadian Council for Human Resources (CCRH), 2000. ISBN 0-9684778-8-7 ($FREE).

(CAN) This kit contains a CD-ROM, a video, a sample journal *EnviroXchange,* a pamphlet entitled *Make a Difference* and a facilitator's guide. It also includes a book called *A Guide to Careers in the Environment Sector.*

These resources provide an excellent source of information regarding a wide range of careers related to the environment.

The video profiles several people who are currently working in the environmental field. This can give students a good idea about the tasks involved with each job.

The CD-ROM allows students to match their skills and interests to a particular career in the area.

This high-quality production is available free of charge.
**Suggested Use:** Career Development
**Other Use:** Forestry Studies

**Environmental and Economic Issues in Fur Trapping** (Print-Non-Fiction). Stevenson, Marc G., et al. (Northern Reference Series). Canadian Circumpolar Institute (CNI), 1996. 112 p. ISBN 1-896445-03-9 ($15.00 pbk.).

(CAN) This resource is an annotated bibliography of resources that profile Canada's fur trapping industry and variables that have influenced its sustainability. Each section begins with a one-to-two-page discussion of the area being profiled. The areas covered include economic, social, environmental, ethical and political variables. Following this general introduction, there are several lists of annotated resources. Teachers and students can use these as a source of more detailed information.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference

**Environmental Change and Challenge: A Canadian Perspective** (Print-Non-Fiction). Dearden, Philip and Mitchell, Bruce. Oxford University Press (OUP), 1998. 565 p. ISBN 0-19-541014-9 ($89.95 hdc.).

(CAN) In a very thorough and well-laid-out approach, the authors have provided an excellent resource about environmental issues in Canada. The book takes a very broad approach to environmental concerns, but there are many areas where topics from the course are a key component. Some of the more relevant topics covered include sustainable development, endangered species, urban environmental management, forestry, impact assessment and conflict resolution. Colour photographs, maps, tables

and charts are used throughout the book. Case studies help to clarify and illustrate the ideas, and each chapter ends with a summary and review questions. A glossary and an index are included.
**Suggested Use:** General
**Other Use:** Forestry Studies

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Evaluating Eden Series** (Print-Non-Fiction). Please refer to the title: *Northern Eden: Community-Based Wildlife Management in Canada.*

**Field Guide Series** (Print-Non-Fiction). Please refer to the title: *Animal Signatures.*

**A Field Guide to Eastern Forests: North America** (Print-Non-Fiction). Kricher, John and Morrison, Gordon, illus. (The Peterson Field Guide Series). Houghton Mifflin Company (ALL), 1998. 488 p. ISBN 0-395-92895-8 ($29.95 pbk.).

This field guide takes a very comprehensive look at eastern forests. While the emphasis is on the United States, the general concept of looking at the entire ecology of a forest within one source makes it useful to the course. Not only are the trees identified and studied, but descriptions of the birds, mammals, flowers, insects and amphibians are also included. The guide is well illustrated with colour photographs and colour plates. An index is included.
**Suggested Use:** Wildlife and Ecosystems
**Other Use:** Forestry Studies

**Firearm Safety Series** (Video). SaskMedia **(MGR)**, 1978. Order numbers follow.

(SK) Recommended titles in this series include the following:

| | | |
|---|---|---|
| *Ammunition: Inside Shells and Cartridges* | Dup. order no. V393 | 27 min. |
| *Ammunition Safety* | Dup. order no. V395 | 15 min. |
| *Field Dressing of Big Game* | Dup. order no. V397 | 26 min. |
| *Field Dressing of Game Birds* | Dup. order no. V398 | 26 min. |
| *The Rifle* | Dup. order no. V391 | 12 min. |
| *The Shotgun* | Dup. order no. V392 | 11 min. |
| *Trap Shooting* | Dup. order no. V400 | 13 min. |
| *Using Ammunition* | Dup. order no. V394 | 19 min. |
| *Using Indoor and Outdoor Ranges* | Dup. order no. V399 | 23 min. |

This series of 10 videos provides good introductory information on the safe handling, care and use of firearms and ammunition. In

addition, the series looks at the proper method of field dressing big game and game birds. Although the series is dated, the information is still worthwhile.
**Suggested Use:** Hunting and Fishing

**Going Wild: Hunting, Animal Rights, and the Contested Meaning of Nature. Rev. & expanded ed.** (Print-Non-Fiction). Dizard, Jan E. University of Massachusetts Press (UMA), 1999. 230 p. ISBN 1-55849-190-2 ($17.95 U.S. pbk.).

By focusing on a forest reserve in Massachusetts, the author has brought forward all of the key arguments about forest management, hunting and wildlife management. A very balanced and thorough treatment is given to the ethics of hunting and animal rights. The concept of a hands-off approach to nature versus managing natural areas is also discussed. Tables and charts are used to illustrate some of the key points. An index is included.
**Suggested Use:** Hunting and Fishing; Issues in Wildlife Management; Wildlife and Ecosystems; Teacher Reference
**Other Use:** Forestry Studies

**The Great Northern Kingdom: Life in the Boreal Forest** (Print-Non-Fiction). Lynch, Wayne. Fitzhenry & Whiteside Ltd. (FHW), 2001. 160 p. ISBN 1-55041-617-0 ($39.95 hdc.).

(CAN) The Boreal forest is a major component of Saskatchewan's landscape and this resource captures the beauty and diversity of life within it. In a series of loosely connected articles, the author has described the life cycle of many animals and plants that have adapted to the northern environment. Excellent scientific information, written in an entertaining format, is provided on mammals, birds, frogs, forests and flowers. Each section is illustrated with stunning colour photographs. An index is provided.
**Suggested Use**: Saskatchewan Wildlife; Wildlife and Ecosystems
**Other Use:** Forestry Studies

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Henderson Book Series** (Print-Non-Fiction). Please refer to the titles: *Parks and Protected Areas in Canada: Planning and Management and Phantom Parks: The Struggle to Save Canada's National Parks.*

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade

Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Research; Work Study
**Other Use:** All PAA Curricula

**Home Range: Writings on Conservation and Restoration** (Print-Non-Fiction). Van Tighem, Kevin. Altitude Publishing (ATG), 2000. 206 p. ISBN 1-55153-912-8 ($27.95 hdc.).

(CAN) In the tradition of Aldo Leopold and Henry David Thoreau, Kevin Van Tighem has written an excellent resource that explains the intricacies of nature and how the actions of civilization affect the natural world. The author details a litany of ecological abuse in this collection of readings; however, he also includes many stories that leave the reader with a sense of hope for wildlife and the environment. The articles are personal, well written and capture the reader's interest.
**Suggested Use:** Issues in Wildlife Management

**The Hunter's Game: Poachers and Conservationists in Twentieth-Century America** (Print-Non-Fiction). Warren, Louis S. Yale University Press (YALE), 1997. 227 p. ISBN 0-300-06206-0 ($40.00 U.S. hdc.). ISBN 0-300-08086-7 ($16.00 U.S. pbk.).

The inclusion of the word *provocative* on the dust jacket provides teachers with a clue that this book will provide some information for debate and discussion in the classroom. It is, however, important to note that this resource is written from the American perspective, and although the issues may be similar, the responses to the issues are quite different in Canada. The book provides a historical perspective as to how and why wildlife management policies were developed in the United States in response to the conflict between hunters and conservationists. An index is provided.
**Suggested Use:** Hunting and Fishing; Issues in Wildlife Management; Teacher Reference

**It's Our Environment Series** (CD-ROM). Please refer to the titles: *Boreal Forest: Volume VIII, Canadian Wetlands: Volume II* and *Subarctic Woodlands: Volume VII.*

**Landscapes of Saskatchewan Series** (Video). SIAST- Kelsey Campus **(MGR)**, 1974. Order numbers follow.

(SK) Recommended titles in this series include the following:

| | | |
|---|---|---|
| *The Badlands* | Dup. order no. V5536 | 15 min. |
| *The Far North* | Dup. order no. V5581 | 13 min. |
| *Introduction* | Dup. order no. V5535 | 11 min. |
| *Lake Plains and Meltwater Channels* | Dup. order no. V5537 | 16 min. |
| *Moraines* | Dup. order no. V5538 | 16 min. |
| *The River* | Dup. order no. V5539 | 17 min. |
| *The Shield* | Dup. order no. V5582 | 17 min. |
| *The Southern Boreal Forest* | Dup. order no. V5540 | 11 min. |
| *The Southern Uplands* | Dup. order no. V5541 | 11 min. |

Each of the videos in this series takes an in-depth look at the ecology of a region in Saskatchewan. By examining the badlands, the shield or the boreal forest, a good understanding for the environment of

Saskatchewan and the wildlife within it can be acquired.
**Suggested Use:** Saskatchewan Wildlife; Wildlife and Ecosystems
**Other Use:** Forestry Studies

**Laxwesa Wa: Strength of the River** (Video). National Film Board of Canada (NFB), 1995. 55 min. Order no. C9195 106 ($49.95).

(CAN, I/M) Filmmaker, Barb Cranmer, a member of the 'Namgis First Nation, explores the rich fishing traditions of the Sto:Lo, Heiltsuk and 'Namgis peoples of Canada's West Coast. With over 15 years experience fishing Johnstone Strait with her father, Cranmer presents rarely heard stories of traditional fishing practices and documents aboriginal peoples' efforts to build a sustainable fishery for the future.

This program is closed-captioned for viewers with hearing disabilities.
**Suggested Use:** Aboriginal Perspective

**The Little Trapper** (Video). National Film Board of Canada (NFB), 1999. 24 min. Order no. C9199 027 ($49.95).

(CAN, I/M) In this video, a 13-year-old Cree boy tries to maintain the traditional ways by learning the hunting and trapping skills of his forbearers. Through his efforts, he has received recognition for his work, benefitted economically and won the respect of his family.
**Suggested Use:** Aboriginal Perspective; Hunting and Fishing

**Lost** (Video). National Film Board of Canada (NFB), 1999. 52 min. Order no. C9199 078 ($49.95).

(CAN) In this video, the psychological, cultural, spiritual and physical experiences of being lost are examined. The emphasis though, is on the psychological element that explains why people make the worst decisions possible when they find themselves lost. The science of the search is also examined.
**Suggested Use:** Outdoor Experiences
**Other Use:** Forestry Studies; Psychology 20/30

**Mammals of North America: Temperate and Arctic Regions** (Print-Non-Fiction). Forsyth, Adrian. Firefly Books Ltd. (FIR), 1999. 350 p. ISBN 1-55209-409-X ($40.00 hdc.).

(CAN) In the tradition of large and beautifully illustrated books that deal with animals, this resource provides excellent background information on more than 150 species of wild mammals in North America. Everything from marsupials and insectivores to rodents, carnivores, whales and cloven-hoofed mammals is covered. Each species included has a map indicating its range and a list of basic statistics about the mammal. In addition, there are excellent background articles on each of the entries providing good information about animal behaviour, ecology and evolution. This book can serve as an excellent guide to consult in the resource centre when questions come up about a particular animal. An index is provided.
**Suggested Use:** Saskatchewan Wildlife; Survey Course - Secondary Level; Wildlife and Ecosystems

**Managing Saskatchewan Wetlands: A Landowner's Guide** (Print-Non-Fiction). Huel, Denis. Saskatchewan Wetland Conservation Corporation (SWCC), 2000. 68 p. ISBN 1-896793-26-6 ($FREE coil-bound).

(SK) This short booklet serves as an excellent introduction to wetlands. The first section outlines the formation of wetlands, the different types of wetlands and their functions in terms of the water cycle, agriculture and wildlife. The second section is aimed at landowners who wish to preserve wetlands. Practical information is given on how best to manage a farm or ranch while also protecting wetland areas. Black-and-white photographs, tables and charts are used to illustrate the data.

This document can also be downloaded from http://www.wetland.sk.ca/.
**Suggested Use:** Aquatic Environments

**Managing Your Native Prairie Parcels: Your Guide to Caring for Native Prairie in Saskatchewan** (Print-Non-Fiction). Moen, Jim. Saskatchewan Wetland Conservation Corporation (SWCC), 1998. 48 p. ISBN 1-896793-19-3 ($FREE coil-bound).

(SK) Although this guide is intended for landowners who wish to preserve remnants of native prairie, students will also find the information quite useful. The format consists of short descriptive sections, photographs and charts that combine to create an excellent source of information about the prairie ecosystem. Topics covered include climate, grazing, fire, historical resources, native plants and donation of land.

This document can also be downloaded from http://www.wetland.sk.ca/.
**Suggested Use:** Wildlife and Ecosystems

**Medicine for the Outdoors: The Essential Guide to Emergency Medical Procedures and First Aid** (Print-Non-Fiction). Auerbach, Paul S. Lyons Press (FHW), 1999. 499 p. ISBN 1-55821-723-1 ($36.95 pbk.).

This is an excellent resource for teachers who are doing several field trips with students. It provides a very complete description about performing first aid in a wilderness setting. Major medical problems such as bleeding, shock, burns and poisoning, and minor problems such as sprains, skin disorders and bruises are covered. Several disorders related to specific environments are also listed. Each topic has drawings to illustrate the problem and how to deal with it. An index and a glossary are included.
**Suggested Use:** Outdoor Experiences; Safety; Teacher Reference
**Other Use:** Forestry Studies

**Moose: Behavior, Ecology, Conservation** (Print-Non-Fiction). Geist, Valerius. Voyageur Press, Inc. (RAI), 1999. 144 p. ISBN 0-89658-422-4 ($44.95 hdc.).

Using a combination of beautiful colour photographs and a well-written text, the author has presented an excellent case study of moose in North America and around the world. The behaviour and habitat of the moose are discussed. In addition, several anecdotes, such as attempts to domesticate the moose, are included. An index is provided.
**Suggested Use:** Survey Course - Secondary Level; Wildlife and Ecosystems

**The Mountain Grizzly** (Print-Non-Fiction). Quinton, Michael S. Hancock House Publishers Ltd. (HCH), 1999. 64 p. ISBN 0-88839-417-9 ($14.95 pbk.).

(CAN) With the help of excellent colour photographs, the author has produced a resource that would be very useful for a case study of the grizzly bear. Following a short discussion on the habits and behaviour of the grizzly, the bulk of the book is taken up with a photo essay depicting various aspects of the grizzly in North America. Each of the photographs has a very clear and concise caption that provides useful information.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Wildlife and Ecosystems

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Natural Neighbours: Selected Mammals of Saskatchewan** (Print-Non-Fiction). Saskatchewan Environment and Resource Management. (Natural Neighbours Series). Canadian Plains Research Centre (CPRC), 2001. 206 p. ISBN 0-88977-123-5 ($19.95 pbk.).

(SK) *Natural Neighbours* is an update to the widely used *Resource Reader* from the late 1960s. Similar to the earlier edition, this resource can be viewed as a key resource for use in Saskatchewan schools. Not only does it give information about Saskatchewan mammals, but it also promotes a better understanding about our human partnership with the environment. Each entry describes the physical appearance of the animal, their habits, food, survival strategies, status, range and ecological relationships. Drawings, maps, and quick facts accompany each description.
**Suggested Use:** Saskatchewan Wildlife; Survey Course - Middle Level; Survey Course - Secondary Level

**Natural Neighbours Series** (Print-Non-Fiction). Please refer to the title: *Natural Neighbours: Selected Mammals of Saskatchewan.*

**The NorSask Forest Story** (Print-Non-Fiction). Fraser Hamilton Inc. Mistik Management Ltd. (MKM), 1996. 172 p. ISBN 0-9699737-0-5 ($FREE pbk.).

(I/M, SK) This book presents an easy-to-read account of the NorSask Forest Management Plan. Full of colourful illustrations, the book presents perspectives on issues such as wildlife management, clearcutting and patchcuts, and related environmental concerns. Elders and other northerners express their concerns about the exploitation of the forests and their desire for control over the resources upon which their communities depend.
**Suggested Use:** Saskatchewan Wildlife
**Other Use:** Canadian Studies; Forestry Studies

**North American Wildlife** (Print-Non-Fiction). Jones, David. Whitecap Books Limited (WHI), 1999. 304 p. ISBN 1-55110-900-X ($45.00 hdc.).

(CAN) While not as comprehensive as *The Mammals of Canada* nor as accessible as *Mammals of North America*, this resource takes a different approach to present a view of wildlife in North America. The author has chosen to exclude technical descriptions in exchange for chapters such as "Committed Killers: Wild Cats," "Hobos: Bears," "Overrun by Hooves: Hoofed Animals" and "Air Superiority: Bats." Each section of this large-format book includes many colour photographs and a text that discusses the theme in general, but also provides specifics about the animal being discussed. An index is included.
**Suggested Use:** Survey Course - Secondary Level; Wildlife and Ecosystems

**Northern Eden: Community-Based Wildlife Management in Canada** (Print-Non-Fiction). Treseder, Leslie, et al. (Evaluating Eden Series). Canadian Circumpolar Institute (CNI), 1999. 92 p. ISBN 1-896445-14-4 ($20.00 pbk.).

(CAN, I/M) This resource consists of a series of essays dealing with various aspects of community-based wildlife management, with a focus on co-management in Canada's North. Some of the topics covered include aboriginal rights, hunting for food, commercial hunting, wildlife tourism and game ranching. Each of the chapters is short and arranged into clearly distinguished sub-categories. Although the reading level is relatively high, this arrangement will make the book accessible to students. Black-and-white photographs illustrate the book. An index is included.
**Suggested Use:** Aboriginal Perspective; Hunting and Fishing; Issues in Wildlife Management

**Northern Reference Series** (Print-Non-Fiction). Please refer to the title: *Environmental and Economic Issues in Fur Trapping.*

**Okimah** (Video). National Film Board of Canada (NFB), 1998. 51 min. Order no. C9198 039 ($49.95).

(CAN, I/M) This program examines the tradition of the annual fall goose hunt among the James Bay Cree. An Okimah, a leader of the hunt, passes on the traditions and respect for the land.

This title is closed-captioned for viewers with hearing disabilities.
**Suggested Use:** Aboriginal Perspective; Hunting and Fishing
**Other Use:** Canadian Studies; Native Studies: Grade 10; Native Studies: Grade 11; Social Studies: Grades 7-9

**Opposing Viewpoints Series** (Print-Non-Fiction). Please refer to the title: *Endangered Species.*

**Our Common Future: World Commission on Environment and Development** (Print-Non-Fiction). Oxford University Press (OUP), 1987. 400 p. ISBN 0-19-282080-X ($34.95 pbk.).

Regarded by many as one of the most important documents to come before the United Nations, *Our Common Future* examines the critical environmental and developmental issues facing the planet. Often referred to as the Brundtland Report, this classic in the field of environmental literature discuss the problems our world is facing and also formulates realistic proposals to solve them. Topics discussed include population, food security, species conservation, energy choices, forestry and sustainable development. An index is included.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference
**Other Use:** Forestry Studies

**Our Environment: A Canadian Perspective. 2nd ed.** (Print-Non-Fiction). Draper, Dianne. Nelson Thomson Learning (NEL), 2002. 540 p. ISBN 0-17-622236-7 ($72.00 hdc.).

(CAN) In the same way that environmental issues relate to several disciplines, this excellent resource applies to several courses in practical and applied arts, sciences and social sciences. The book not only provides a scientific, but also a socio-economic balanced approach to the environmental issues affecting Canada and the world. Mining, energy, forests, wildlife and fresh water are just a few of the areas discussed in the section about Canada's resources for the future. Information concerning the environment and the world's population is also provided. Photographs, maps, charts, graphs and tables are used throughout the book to create an appealing layout. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level
**Other Use:** Energy and Mines; Forestry Studies

**Outdoor Safety & Survival. Rev. & updated ed.** (Print-Non-Fiction). Lees, Judi. Douglas & McIntyre Publishing Group (UTP), 1997. 131 p. ISBN 1-55054-569-8 ($8.99 pbk.).

(CAN) This small resource is ideal for the field since it provides concise information about safety in the wilderness. The importance of having the proper clothing, food and equipment is stressed as well as knowing how to use a map and compass. If those essentials are properly managed, it is unlikely that problems will occur. Should an emergency arise, further information is provided on building a shelter, finding water and food, signalling, dealing with bears and hypothermia, and performing first aid. Line drawings are used throughout the book to illustrate key areas. An index is included.
**Suggested Use:** Outdoor Experiences; Safety; Survey Course - Secondary Level
**Other Use**: Forestry Studies

**Parks and Protected Areas in Canada: Planning and Management** (Print-Non-Fiction). Dearden, Philip and Rollins, Rick, eds. (Henderson Book Series). Oxford University Press (OUP), 1993. 336 p. ISBN 0-19-540908-6 ($29.95 pbk.).

(CAN) The 15 essays in this resource describe the establishment and management of protected areas in Canada. Its focus is on the large national parks in Canada, although there are two articles on the provincial park system. Topics covered include the history of the national park system, parks legislation in Canada, management of the national parks, ecology and conservation in protected areas, visitor planning and the role of aboriginal people. Maps, photographs and tables are used throughout the text. Used as a teacher resource, some of the articles could provide good background information. An index is provided.
**Suggested Use:** Parks and Wildlife; Teacher Reference
**Other Use:** Energy and Mines; Forestry Studies

**Partners on the Land: Natural Process Restoration** (Video). The Video Project **(MGR)**, 1998. 12 min. Dup. order no. V886.

For many people, this short video will present a new and very different approach to protecting endangered species. The method discussed is to let the natural forces of flood and fire create the landscapes that wildlife need in order to survive. Even though this example is based in California, it has application in Canada.
**Suggested Use:** Issues in Wildlife Management

**The Peterson Field Guide Series** (Print-Non-Fiction). Please refer to the title: *A Field Guide to Eastern Forests: North America*.

**Phantom Parks: The Struggle to Save Canada's National Parks** (Print-Non-Fiction). Searle, Rick. (Henderson Book Series). Key Porter Books Limited (FEN), 2000. 262 p. ISBN 1-55263-160-5 ($19.95 pbk.).

(CAN) "Canada's national parks are dying" is the author's opening line to a work that pleads with Canadians to change their mindset about our national parks. The author also includes a request to put into action a personal plan to preserve these true images of Canada. While most Canadians feel that the purpose of the national parks is to protect the wildlife and the ecosystem, at the same time there are enormous pressures to turn them into commercialized parks. It is this contradiction that the author examines in great detail. This is an excellent resource to use for research into Canada's parks. An index is included.
**Suggested Use:** Parks and Wildlife; Teacher Reference
**Other Use:** Forestry Studies

**The Philosophy and Practice of Wildlife Management. 3rd ed.** (Print-Non-Fiction). Gilbert, Frederick F. and Dodds, Donald G. Krieger Publishing Co. (KPC), 2001. 355 p. ISBN 1-57524-051-3 ($34.50 U.S. hdc.).

Used as a teacher reference, this resource can provide excellent background information to virtually all areas of wildlife management. The authors have used examples from both Canada and the United States as they discuss issues such as aboriginal land claims and the right to wildlife resources, the effect of parasites, endangered species and management approaches. The expanded table of contents allows easy access to specialized topics such as humane trapping, urban wildlife and shooting preserves. There are also several chapters dealing with management issues surrounding selected animals such as beaver, harp seals and peregrine falcons. Most of the topics are covered in short concise chapters that also include their own bibliography. An index is included.
**Suggested Use:** General; Teacher Reference

**Politics of the Wild: Canada and Endangered Species** (Print-Non-Fiction). Beazley, Karen and Boardman, Robert, eds.

Oxford University Press (OUP), 2001. 254 p. ISBN 0-19-541506-X ($22.36 pbk.).

(CAN) While Canada is often regarded as having a pristine wilderness, in actual fact it has been a struggle to enact a federal law to protect species at risk. In this collection of short essays, several experts in the field discuss the science and the politics at play. The reasons behind protecting endangered species, the importance of habitat protection, a comparison of Canada's efforts to other nations and the future prospects for Canada's species at risk are just a few of the topics covered. While this is not a student resource, teachers will be able to use the ideas and sections of the book to encourage critical thinking. An index is included.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference

**Prince Albert National Park Edu-Kit. 2nd rev. ed.** (Kit). Parks Canada (PKC), 1998. No order number is required. ($120.00).

(SK) This multimedia kit has been designed by the Prince Albert National Park staff to make a field trip to the park run more smoothly. The resources are primarily designed for use at the Middle Level, but they can be adapted to the Secondary Level. Through use of the kit, students are encouraged to discover the park's ecosystem, to consider issues associated with national parks and to learn how Canadians can participate in the protection of the ecosystem. This is an excellent resource to use prior to a field trip to the Prince Albert National Park.

The binder contains the following materials:

- *The Changing Landscape* (coil-bound book)
- 29 pictures
- Prince Albert National Park map
- *Ecoregions of Saskatchewan* (CD-ROM)
- *Boreal Ecosystem - Atmosphere Study* (CD-ROM)
- *Parks Canada* (folder of brochures)
- a video.

**Suggested Use:** Outdoor Experiences; Parks and Wildlife; Survey Course - Middle Level; Survey Course - Secondary Level
**Other Use:** Forestry Studies

**Prince Albert National Park Trail Guide. 2nd ed.** (Print-Non-Fiction). Frith, Shanna D. Friends of Prince Albert National Park (FPA), 1997. 66 p. ISBN 0-9692133-7-9 ($14.95 pbk.).

(SK) If groups are going on a field trip to Prince Albert National Park, this guide will provide valuable support for their planning. Virtually all of the trails within the park are profiled, from easy one-hour strolls to three-day backpacking trips. Each of the trails has the basic facts listed such as distance, time, terrain, trailhead and facilities. Following these basic facts is a description of the hike and features to look for along the way. Good introductory information is given about trip preparation and hiking etiquette. Maps, photographs, drawings and tables are used to illustrate each of the trips discussed.
**Suggested Use:** Outdoor Experiences; Parks and Wildlife; Saskatchewan Wildlife; Survey Course - Secondary Level
**Other Use:** Forestry Studies

**Proposed Provincial Policy for Game Farm Development in Saskatchewan: Stakeholder Consultation Document** (Print-Non-Fiction). Saskatchewan Agriculture & Food (SAF), 1998. 11 p. ISBN 0-88656-681-9 ($FREE booklet).

(SK) This short booklet provides an overview of game farming in Saskatchewan and the policies governing it. The intent is to create an industry that is in harmony with the management of sustainable wildlife populations and their public uses. Numerous tables and charts illustrate the key points. Saskatchewan Agriculture and Food also has several other brochures and pamphlets on the topic of game farming.
**Suggested Use:** Issues in Wildlife Management; Saskatchewan Wildlife

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curriclua

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/ Classroom Edition.*

**Reflections on a Prairie Slough** (Video). Waterhen Film Productions (WFP), 1991. 27 min. No order number is required. ($50.00).

(CAN) The ecosystem of prairie sloughs is presented through the eyes of a Saskatchewan farmer working his land. Preserving the sloughs to maintain a healthy ecosystem is the crucial message reflected.
**Suggested Use:** Aquatic Environments

**Riparian Areas: Caring for a Prairie Treasure** (Video). Saskatchewan Wetland Conservation Corporation (SWCC), 1998. 28 min. No order number is required. ($FREE).

(SK) This video is intended to give background information on Saskatchewan wetlands and how best to manage and conserve them.
**Suggested Use:** Aquatic Environments; Saskatchewan Wildlife

**The Sacred Balance: Rediscovering Our Place in Nature** (Print-Non-Fiction). Suzuki, David. Douglas & McIntyre Publishing Group (UTP), 1997. 259 p. ISBN 1-55054-548-5 ($29.95 hdc.).

(CAN) Although not all students will find this an easily understood book, David Suzuki's philosophy of conservation is one that needs to be examined. In order for a society to be truly sustainable, the real requirements of society need to be met through bio-diversity, love and spirituality. Concrete suggestions are given on how these basic needs can be met in order to create a life that is ecologically sustainable, fulfilling and just. The stories of people who have put their beliefs into action to create a life in balance with nature are also explored. An index is provided.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference; Wildlife and Ecosystems
**Other Use:** Forestry Studies

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**A Sand County Almanac: And Sketches Here and There** (Print-Non-Fiction). Leopold, Aldo. Oxford University Press (OUP), 1968. 226 p. ISBN 0-19-500777-8 ($15.96 pbk.).

Along with writers such as Thoreau and John Muir, Aldo Leopolds' work has become a classic resource in the field of conservation. In a collection of loosely connected essays, Leopold has woven an intriguing look at how progress and mechanization have limited our appreciation of all things natural, wild and free. The central theme common to his essays is that conservation will only succeed when we see the land as a community to which we belong, not a commodity to be

abused. The book is illustrated with sketches of wildlife.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference

**The Sand Dunes of Lake Athabasca: Your Adventure in Learning** (Print-Non-Fiction). Jonker, Peter M. and Rowe, J. Stan. University Extension Press (UEP), 2001. 194 p. ISBN 0-88880-421-0 ($34.95 pbk.).

(SK) While very few Saskatchewan residents will visit this unique region, the resource does provide an excellent example of ecosystem research in a Saskatchewan context. Following a description of the landscape and how it was formed, the distinctive species of the region are discussed. How a variety of mammals, birds, amphibians, insects, fish and vegetation have adapted to the environment is the focus of the book. The human impact is also discussed. Colour photographs, drawings, maps and charts are used throughout the book. An index is provided.
**Suggested Use:** Teacher Reference; Wildlife and Ecosystems;

**Saskatchewan Birds** (Print-Non-Fiction). Smith, Alan. Lone Pine Publishing (LPP), 2001. 176 p. ISBN 1-55105-304-7 ($17.95 pbk.).

(SK) Over 145 species of birds are described in this well-organized and colourful resource. The book is divided into major categories such as diving birds, waterfowl, birds of prey and owls. Within these sections, individual birds are covered in one page. Each entry contains an excellent drawing, a map and a concise description about the bird's habits and characteristics. The introduction provides background information about the top birding sites and sanctuaries in Saskatchewan as well as a discussion about the province's ecological regions and the types of birds found in each area. The size and format make it easy to take along on field trips. An index is included.
**Suggested Use:** Saskatchewan Wildlife; Survey Course - Middle Level; Survey Course - Secondary Level

**Saskatchewan Cougar - Elusive Cat** (Print-Non-Fiction). White, Tom. Nature Saskatchewan (SNHS), 1982. 80 p. ISBN 0-921104-07-3 ($5.00 pbk.).

(SK) Although this slim resource was published in 1982, it is still the standard when examining the cougar's presence in Saskatchewan. The author has done a very thorough job in describing basic facts about cougars, their habitat and movements in Saskatchewan and their behaviour patterns. Also provided is a listing of all reported sightings with an accompanying map. Black-and-white photographs are used throughout the resource.
**Suggested Use:** Saskatchewan Wildlife; Survey Course - Secondary Level

**Saskatchewan Naturally Magazine** (Periodical). September House Publishing (SHE). Published quarterly - No order number is required. ($21.35).

(SK) With a combination of stunning photographs and well-written articles, this journal provides an excellent depiction of Saskatchewan. Each issue has several themes highlighted by an individual article. Some sample areas covered include recreation (fly-fishing), wildlands (canoeing the Clearwater River) and art and history (ferries of the Saskatchewan River).
**Suggested Use:** Saskatchewan Wildlife; Survey Course - Secondary Level
**Other Use:** Canadian Studies; Photographics/Photography; Science: Grades 6 to 9; Social Studies: Grades 1 to 5

**Saskatchewan Trails: A Guide to Nature Walks and Easy Hikes. 2nd ed.** (Print-Non-Fiction). Karpan, Robin and Karpan, Arlene. Parkland Publishing (PKL), 2001. 288 p. ISBN 0-9683579-4-6 ($19.95 pbk.).

(SK) Now there is a new edition of this well-organized, practical resource that invites readers to take a hike! It provides an informative, detailed guide to over 100 trails. The trails are located throughout Saskatchewan's various landscapes including prairie grasslands, aspen parkland, boreal

forest, shield country, badlands, lakelands and river valleys. The information on each trail includes distance, time to allow for the hike, access, facilities and cautions. This resource would serve as a valuable guide for teachers when choosing a location for an appropriate field trip. Numerous black-and-white photographs and maps support the reader friendly text. Included are a table of contents and an index.
**Suggested Use:** Outdoor Experiences
**Other Use:** Forestry Studies; Science: Grades 6 to 9; Science 10; Science: Secondary Level

**Saskatchewan Trapper Education Manual** (Print-Non-Fiction). Saskatchewan Environment (SERM), 2001. 124 p. No order number is required. ($20.00 binder).

(SK) This is an excellent all-inclusive resource that essentially provides a how-to manual on trapping in Saskatchewan. Everything from a code for responsible trapping to the biology of fur-bearing animals, preparing traps, using humane traps, fur handling and marketing is covered. Line drawings are used to illustrate each point being discussed, and the text is easy to read.
**Suggested Use:** Hunting and Fishing; Issues in Wildlife Management; Survey Course - Secondary Level

**Saskatchewan's State of the Environment Report Series** (Print-Non-Fiction). Saskatchewan Environment (SERM). No order number is required. ($FREE pbk.).

(SK) Recommended titles in this series include the following:

*Saskatchewan's State of the Environment Report: The Need for Environmental Indicators 1992*

*Saskatchewan's State of the Environment Report 1995: The Boreal Plain Ecozone: A Forest Community*

*Saskatchewan's State of the Environment Report 1997: The Prairie Ecozone: Our Agricultural Heartland*

*Saskatchewan's State of the Environment Report 1999: The Boreal Shield Ecozone: A Land of Lakes and Forests.*

These documents from the Saskatchewan Environment Department provide an excellent overview to the status of Saskatchewan's environment and its resources. An examination of the report allows students to understand how well our province is managing our environmental impact and progressing toward sustainable development. Each of the reports focuses on a particular ecozone within the province. Photographs, maps, tables and charts illustrate the data that is presented. A glossary is included.
**Suggested Use:** Saskatchewan Wildlife; Wildlife and Ecosystems
**Other Use:** Energy and Mines; Forestry Studies

**A Society of Wolves: National Parks and the Battle Over the Wolf. Rev. ed.** (Print-Non-Fiction). McIntyre, Rick. Voyageurs Press, Inc. (RAI), 1996. 143 p. ISBN 0-89658-325-2 ($24.95 pbk.).

Although this is an American resource, it provides excellent information about wolves and their place in parks and the wilderness. Human perceptions of the wolf and current reintroduction programs are discussed. The colour photographs and readable text do an excellent job of describing wolf behaviour. An index is provided.
**Suggested Use:** Issues in Wildlife Management; Parks and Wildlife; Survey Course - Secondary Level; Wildlife and Ecosystems

**The Status of Wildlife Habitats in Canada 2001** (Print-Non-Fiction). Wildlife Habitat Canada (HAC), 2001. 98 p. ISBN 0-921553-30-7 ($FREE pbk.).

(CAN) The purpose of this resource is to examine the successes and challenges that still remain to conserve the natural environment and wildlife in Canada. The central theme argues that a healthy environment leads to a better life for Canadians both economically and socially.

Key issues are examined in several chapters. Some of the topics include climate change, protected areas and the effects of forestry, agricultural development and urbanization upon wildlife habitat. Maps, tables and graphs are used to supplement the text. A PDF version of this document is available at the Wildlife Habitat Canada website at http://www.whc.org/.
**Suggested Use:** Issues in Wildlife Management; Parks and Wildlife; Teacher Reference
**Other Use:** Forestry Studies

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations and the essential skills that are needed in jobs as well as a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use**: Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Streambank Stewardship: Your Guide to Caring for Riparian Areas in Saskatchewan** (Print-Non-Fiction). Huel, Denis. Saskatchewan Wetland Conservation Corporation (SWCC), 1998. 43 p. ISBN 1-896793-20-7 ($FREE coil-bound).

(SK) This guide has been designed for Saskatchewan landowners who have streams or creeks running through their land and wish to maintain a healthy riparian area. To best accomplish this, the book provides general background information on what a riparian area is, the areas of wildlife and fish habitat, the effects of agriculture, and how to develop a management plan. Black-and-white photographs and line drawings are used throughout the text.

This document can also be downloaded from http://www.wetland.sk.ca/.
**Suggested Use:** Aquatic Environments

**Subarctic Woodlands: Volume VII** (CD-ROM). (It's Our Environment Series). Compics International Inc. (COI), 1999. No order number is required. ($40.00).

(CAN) This CD-ROM from the *It's Our Environment Series* offers 100 high-quality photographs (at five levels of resolution) of the Subarctic Woodlands. It also includes written inserts that briefly describe the photographs and their locations. A print sheet of thumbnail images is also provided. The digital images are useful for presentations when viewed directly on a computer or television monitor or an overhead projection screen. Also, the developer has granted permission for users to copy and paste images into documents or multimedia presentations.
**Suggested Use:** Saskatchewan Wildlife
**Other Use:** Forestry Studies; Science: Grades 6 to 9

**To Save the Wild Earth: Field Notes From the Environmental Frontline** (Print-Non-Fiction). Careless, Ric. Raincoast Books (RAI), 1997. 240 p. ISBN 1-55192-122-7 ($4.99 pbk.).

(CAN) In this resource, the author has provided a fascinating account of successful environmental campaigns to save unique wilderness areas of British Columbia. It is quite a motivational story as it shows the effectiveness of one person in these struggles. The complexity of the political

process is revealed as readers follow the struggles to save the Nitinat Triangle, the Purcell Wilderness and the Tatshenshini River. As these campaigns are profiled, clear pictures of the wildlife and ecosystem that need protecting are presented. Black-and-white photographs are used to illustrate each of the areas and people involved. An index is included.
**Suggested Use:** Issues in Wildlife Management; Parks and Wildlife; Wildlife and Ecosystems
**Other Use:** Forestry Studies

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Wetland Explorer: Digital Expeditions Next Best to Nature** (Kit). EarthSeekers Multimedia Inc. (ESM), 2002. ISBN 0-9688916-0-2 ($299.00).

(SK) This interactive program allows students to explore the diversity of life forms found in marshes. It offers three levels of difficulty for various users: novice, hot shot and pro. *Wetland Explorer* features the following:

- 99 telephoto shots of areas within five different wetlands
- over 5000 hotspots with choices of specific places at each site
- 340 full-screen photographs including many close-up views of marsh life
- 60 minutes of colour video on 54 topics
- 80 sounds plus stereo sound tracks that users can enable
- printable pictures that can be pasted into students' personal journals
- a puzzle component that monitors the exploration experience.

An extensive guidebook in binder format accompanies the CD-ROM. It offers directions, classroom applications, exploration tools (e.g., dip net, binoculars), checklists, study notes and much more. Included is a table of contents.
**Suggested Use:** Aquatic Environments
**Other Use:** Science: Grades 1 to 5; Science: Grades 6 to 9; Science: Secondary Level

**W5 Series** (Video). Please refer to the title: *Dying to Work*.

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Wild Animals of Western Canada: An Altitude NatureBook** (Print-Non-Fiction). Van Tighem, Kevin. Altitude Publishing (ATG), 1999. 96 p. ISBN 1-55153-800-8 ($12.95 pbk.).

(CAN) In this book, the author has assembled the key information that a student would need to know about each of the animals profiled. Rather than concentrating on facts and statistics, a one-to-two page description of each animal is given. In each of these descriptions, good general background information is provided as well as the highlights of any conservation issue that may relate to the animal. Some of the animals profiled include moose, mule deer, pronghorn, porcupine, marmot, black and grizzly bears, coyote, weasels, harbour seal and whales. There is a colour photograph of each animal to complement the text.
**Suggested Use:** Survey Course - Grades 6 to 9; Survey Course - Secondary Level;

**Wilderness Medicine Workbook. 5th ed.** (Print-Non-Fiction). Clausing, Tom, ed. Wilderness Medical Associates (WMA), 2002. 118 p. ISBN 0-9704646-1-4 ($7.50 coil-bound).

The case studies within this resource profile a wide range of accidents that have occurred during wilderness trips. The book is intended to be part of a workshop in which participants receive training in wilderness first aid. On its own, however, the resource provides a useful planning guide on how to assess and deal with injuries. Each case study consists of a one-page summary of the accident and is accompanied by an assessment form in which key information needs to be entered and a plan of action developed.
**Suggested Use:** Outdoor Experiences; Safety; Teacher Reference
**Other Use:** Forestry Studies; Wellness 10

**Wilderness Tracks: How to Sleuth Out Wild Creatures and Wayward Humans** (Print-Non-Fiction). Butler, Barbara. Hancock House Publishers Ltd. (HCH), 1997. 214 p. ISBN 0-88839-410-1 ($19.95 pbk.).

Unlike other books on the tracks of wild animals, this one takes a more holistic approach. The pictures of the tracks are almost secondary to a discussion of the animal's features, habits and behaviours. The author intends that the reader find out the wildlife's ways, sense their presence, hear their breath and feel the freshness of their track." The art and skill of tracking is also addressed. Colour photographs illustrate the animals that are featured. An index and a glossary are included.
**Suggested Use:** Outdoor Experiences; Wildlife and Ecosystems

**Wildlife & Natural Resource Management. 2nd ed.** (Print-Non-Fiction). Deal, Kevin H. Delmar Publications (NEL), 2003. 338 p. ISBN 0-7668-2681-3 ($58.50 pbk.).

This resource covers many of the topics in the curriculum. Some of the topics addressed include the history of wildlife management, conservation, habitat requirements of wildlife, human impact, hunting, endangered species and dealing with wildlife and fish identification. There is also a section on careers in wildlife and fisheries management. Black-and-white photographs are used throughout the book. Each chapter concludes with a summary, review questions and learning activities. While the resource may appear to be ideal, a major disadvantage is that it is written strictly from a United States perspective.
**Suggested Use:** General; Survey Course - Secondary Level

**Wildlife Conservation Policy: A Reader** (Print-Non-Fiction). Geist, Valerius and McTaggart-Cowan, Ian, eds. Detselig Enterprises Ltd. (TEMB), 1995. 308 p. ISBN 1-55059-114-2 ($23.95 pbk.).

(CAN) In a series of meticulously researched and referenced articles, the authors have collected a wide range of viewpoints on all the major topics related to wildlife management. Used as a teacher reference, this resource can provide excellent background information on topics such as waterfowl management, wildlife ranching, law enforcement, commercialization, aboriginal interests, the history of conservation and alternative forms of wildlife management. The table of contents includes a brief abstract of each article.
**Suggested Use:** Issues in Wildlife Management; Teacher Reference

**Wildlife Ecology and Management. 5th ed.** (Print-Non-Fiction). Bolen, Eric G. and Robinson, William L. Prentice Hall Inc. (PRN), 2003. 634 p. ISBN 0-13-066250-X ($86.36 hdc.).

Used as a general reference, this resource can provide background information to most areas of the course. It is very broad in scope as it covers areas such as exploitation, successes in managing wildlife, ecosystems, population ecology, animal behaviour, wildlife diseases, hunting and trapping, wildlife in various habitats, conservation and the economics of wildlife. Each chapter is quite

short and includes photographs, charts and tables. Although the information is strictly American, it would be a useful resource for the teacher or advanced student for a general discussion of the field. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Wildlife Habitat Management of Forestlands, Rangelands, and Farmlands** (Print-Non-Fiction). Payne, Neil F. and Bryant, Fred C. Krieger Publishing Co. (KPC), 1998. 840 p. ISBN 1-57524-093-9 ($98.50 U.S. hdc.).

This resource provides a very detailed and scholarly compilation of proven techniques for enhancing the biodiversity of upland habitats. The full range of structural and non-structural methods for natural and cultural habitat improvement is given. The book serves as a how-to field guide for those in the trade and as a teacher reference for the classroom. Drawings and photographs illustrate the techniques being discussed. An index is included.
**Suggested Use:** Wildlife and Ecosystems; Teacher Reference
**Other Use:** Forestry Studies

**Wildlife Habitat Management of Wetlands** (Print-Non-Fiction). Payne, Neil F. Krieger Publishing Co. (KPC), 1998. 549 p. ISBN 1-57524-089-0 ($78.50 U.S. hdc.).

Similar in style to *Wildlife Habitat Management of Forestlands, Rangelands, and Farmlands*, this professional guide describes direct habitat management techniques for North American wetland game and nongame species. In a practical style, the book offers many methods to improve, preserve, and develop wetlands. There are many drawings, photographs and charts to illustrate the key concepts. An index is included.
**Suggested Use:** Aquatic Environments; Teacher Reference

**Wildlife Identification Pocket Guide** (Print-Non-Fiction). Outdoor Empire Publishing, Inc. (OEP), 1997. 119 p. ISBN 0-916682-49-8 ($4.50 U.S. pbk.).

As the title indicates, this guide is intended for use during field trips to help students identify large and small mammals, birds and waterfowl. Each of the species included in the guide has a coloured drawing to go along with the facts on size and habitat. There is also a drawing of their tracks and scat to assist with identification. Each of the sections includes a discussion and illustration on how to field dress the particular game species being portrayed. An index is included.
**Suggested Use:** Hunting and Fishing; Outdoor Experiences; Wildlife and Ecosystems

**Wildlife Report Series** (Print-Non-Fiction). Please refer to the title: *A Century of Fur Harvesting in Saskatchewan.*

**Woodlot Management Guide for the Prairie Provinces** (Print-Non-Fiction). The Farm Woodlot Association of Saskatchewan (FWA), 1993. ISBN 0-9697869-0-5 ($15.00 binder).

(SK) This comprehensive resource binder provides an introduction to forestry and woodlot management activities for landowners who have a minimal amount of knowledge or experience with woodlots. Divided into four large sections: "Woodlot Assessment," "Multiple Land Use," "Products/Markets" and "Woodlot Management," this resource is designed to help landowners understand their woodlots and to invite them to develop goals and objectives for their land. The information is well organized with useful charts, maps, diagrams and pictures. Included in this resource are a table of contents and a glossary.
**Suggested Use:** Saskatchewan Wildlife
**Other Use:** Forestry Studies; Science: Grades 6 to 9; Science: Secondary Level

**Working for Wildlife: The Beginning of Preservation in Canada. 2nd ed.** (Print-

Non-Fiction). Foster, Janet. University of Toronto Press (UTP), 1998. 297 p. ISBN 0-8020-7969-5 ($21.95 pbk.).

(CAN) In this resource, noted naturalist Janet Foster discusses the history of conservation and wildlife management in Canada. She explains that core concepts of our park system today were developed by a small group of government people and concerned citizens in the late 1800s and early 1900s. Black-and-white photographs from the time period illustrate the people and events being discussed. An index is included.
**Suggested Use:** Parks and Wildlife; Teacher Reference

**Working With Wildlife: A Guide to Careers in the Animal World** (Print-Non-Fiction). Maynard, Thane. Watts, Franklin, Inc. (GRO), 1999. 144 p. ISBN 0-531-11538-0 ($41.00 hdc.).

This student friendly resource weaves the personal stories of people who are working with wildlife into a general discussion of possible careers. Individual careers are grouped into categories such as education, zoos, veterinary medicine and conservation. Each of the careers has a schooling and income chart so that students can glean a general idea on how much education is needed and what the average wage would be. Photographs are used to illustrate the people and their careers. Because American careers and schools are profiled, it would be necessary to balance this with a Canadian resource. An index and a glossary are included.
**Suggested Use:** Career Development; Survey Course - Secondary Level

# Out of Print but Still Useful Resources

Please note that the following titles are currently out of print, but may be found in school libraries or purchased from websites such as abebooks.com.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Grades 6 to 9; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

**The Mammals of Canada** (Print-Non-Fiction). Banfield, A. W. F. University of Toronto Press, 1974. 438 p. ISBN 0-8020-2137-9.

(CAN) As a classic reference source, this is a must-have for every library. Excellent information is given on a wide range of species such as marsupials, insectivores, bats, primates, rodents, whales, carnivores, seals and cloven-hoofed mammals. The descriptions are rather technical, but the maps, art work and drawings make this a very complete source for students and teachers. An index is provided.
**Suggested Use:** Saskatchewan Wildlife; Survey Course - Secondary Level; Wildlife and Ecosystems

**The National Parks of Canada** (Print-Non-Fiction). McNamee, Kevin and Kraulis, J. A., illus. Key Porter Books Limited, 1998. 224 p. ISBN 1-55013-985-1.

(CAN) In this beautifully illustrated book, each of Canada's National Parks is profiled with a brief history, the main attractions, the types of wildlife found, the ecological environment it is in, and basic facts. In addition to the individual profiles there is background information on the history of the park system in Canada and a discussion about the wildlife and ecosystem for each of the geographic zones within the country that is represented by a park. An index is provided.
**Suggested Use:** Parks and Wildlife
**Other Use:** Wildlife Management

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Wildlife Management 10, 20, 30. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other wildlife management resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Animal Tracks of Saskatchewan** (Print-Non-Fiction). Sheldon, Ian and Eder, Tamara. Lone Pine Publishing (LPP), 2000. 160 p. ISBN 1-55105-314-4 ($8.95 pbk.).

**Atlas of Saskatchewan. 2nd ed.** (Print-Non-Fiction). Fun, Ka-iu, ed. University of Saskatchewan (USB), 1999. 336 p. ISBN 0-88880-387-7 ($125.00 hdc.). CD-ROM - ISBN 0-88880-417-2 ($32.95). Book and CD-ROM - No order number is required. ($139.95 set).

**Backyard Habitat for Canada's Wildlife** (Print-Non-Fiction). Mycio-Mommers, Luba and Fisher, Susan. Canadian Wildlife Federation (CNW), 1997. 189 p. ISBN 1-55029-090-8 ($26.70 spiral-bound).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Eco-Backpacking: A Guide for Communing Softly With Nature. 3rd ed.** (Print-Non-Fiction). Brawn, Christopher Alan. Al Brawn Consulting (CAB), 2001. 284 p. ISBN 0-9695401-8-3 ($25.00 coil-bound).

**Ecology of Fish and Wildlife** (Print-Non-Fiction). Burton, DeVere. Delmar Publications (NEL), 1995. 420 p. ISBN 0-8273-6065-7 ($67.50 hdc.).

**The Ecoregions of Saskatchewan** (Print-Non-Fiction). Acton, D. F., et al. Canadian Plains Research Centre (CPRC), 1998. 205 p. ISBN 0-88977-097-2 ($18.00 pbk.).

**Ecoregions of Saskatchewan: Exploring Ecological Wonders** (CD-ROM). (Encyclopedia of Saskatchewan Series). Canadian Plains Research Centre (CPRC), 1998. No order number is required. ($5.00).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Environmental Change and Challenge: A Canadian Perspective** (Print-Non-Fiction). Dearden, Philip and Mitchell, Bruce. Oxford University Press (OUP), 1998. 565 p. ISBN 0-19-541014-9 ($89.95 hdc.).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Natural Neighbours: Selected Mammals of Saskatchewan** (Print-Non-Fiction). Saskatchewan Environment and Resource Management. (Natural Neighbours Series). Canadian Plains Research Centre (CPRC), 2001. 206 p. ISBN 0-88977-123-5 ($19.95 pbk.).

**Our Common Future: World Commission on Environment and Development** (Print-Non-Fiction). Oxford University Press (OUP), 1987. 400 p. ISBN 0-19-282080-X ($34.95 pbk.).

**Our Environment: A Canadian Perspective. 2nd ed.** (Print-Non-Fiction). Draper, Dianne. Nelson Thomson Learning (NEL), 2002. 540 p. ISBN 0-17-622236-7 ($72.00 hdc.).

**Outdoor Safety & Survival. Rev. & updated ed**. (Print-Non-Fiction). Lees, Judi. Douglas & McIntyre Publishing Group (UTP), 1997. 131 p. ISBN 1-55054-569-8 ($8.99 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

**A Sand County Almanac: And Sketches Here and There** (Print-Non-Fiction). Leopold, Aldo. Oxford University Press (OUP), 1968. 226 p. ISBN 0-19-500777-8 ($15.96 pbk.).

**Saskatchewan Naturally Magazine** (Periodical). September House Publishing (SHE). Published quarterly - No order number is required. ($21.35).

**Saskatchewan Trails: A Guide to Nature Walks and Easy Hikes. 2nd ed.** (Print-Non-Fiction). Karpan, Robin and Karpan, Arlene. Parkland Publishing (PKL), 2001. 288 p. ISBN 0-9683579-4-6 ($19.95 pbk.).

**Wildlife & Natural Resource Management. 2nd ed.** (Print-Non-Fiction). Deal, Kevin H. Delmar Publications (NEL), 2003. 338 p. ISBN 0-7668-2681-3 ($58.50 pbk.).

**Wildlife Ecology and Management. 5th ed.** (Print-Non-Fiction). Bolen, Eric G. and Robinson, William L. Prentice Hall Inc. (PRN), 2003. 634 p. ISBN 0-13-066250-X ($86.36 hdc.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Firearm Safety Series** (Video). SaskMedia **(MGR)**, 1978. Order numbers follow.

Recommended titles in this series include the following:

*Ammunition: Inside Shells and Cartridges*
Dup. order no. V393 27 min.
*Ammunition Safety*
Dup. order no. V395 15 min.
*Field Dressing of Big Game*
Dup. order no. V397 26 min.
*Field Dressing of Game Birds*
Dup. order no. V398 26 min.
*The Rifle*
Dup. order no. V391 12 min.
*The Shotgun*
Dup. order no. V392 11 min.
*Trap Shooting*
Dup. order no. V400 13 min.
*Using Ammunition*
Dup. order no. V394 19 min.
*Using Indoor and Outdoor Ranges*
Dup. order no. V399 23 min.

**Landscapes of Saskatchewan Series** (Video). SIAST- Kelsey Campus **(MGR)**, 1974. Order numbers follow.

Recommended titles in this series include the following:

*The Badlands*
Dup. order no. V5536 15 min.
*The Far North*
Dup. order no. V5581 13 min.
*Introduction*
Dup. order no. V5535 11 min.
*Lake Plains and Meltwater Channels*
Dup. order no. V5537 16 min.
*Moraines*
Dup. order no. V5538 16 min.
*The River*
Dup. order no. V5539 17 min.
*The Shield*
Dup. order no. V5582 17 min.
*The Southern Boreal Forest*
Dup. order no. V5540 11 min.
*The Southern Uplands*
Dup. order no. V5541 11 min.

**Partners on the Land: Natural Process Restoration** (Video). The Video Project **(MGR)**, 1998. 12 min. Dup. order no. V886.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 19, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Brundtland Report - Our Common Future*
http://www.doc.mmu.ac.uk/aric/eae/Sustainability/Older/Brundtland_Report.html

*Canadian Wildlife Federation*
http://www.cwf-fcf.org

*Canadian Wildlife Service*
http://www.cws-scf.ec.gc.ca/

*Career Awareness*
http://www.hrdc.gc.ca/career

*COSEWIC (Committee on the Status of Endangered Wildlife in Canada)*
http://www.cosewic.gc.ca/index.htm

*David Suzuki Foundation*
http://www.davidsuzuki.org/

*Ducks Unlimited Canada*
http://www.ducks.ca

*Ecotourism Society of Saskatchewan*
http://www.ecotourism.sk.ca/

*Environmental Jobs and Careers*
http://www.ejobs.org/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Greenpeace*
http://www.greenpeace.org/homepage/

*Hinterland Who's Who*
http://www.cws-scf.ec.gc.ca/hww-fap/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*National Resources Canada*
http://www.nrcan.gc.ca/inter/index.html

*Nature Saskatchewan*
http://www.naturesask.com/

*North American Waterfowl Management Plan*
http://www.nawmp.ca/

*Parks Canada*
http://www.parcscanada.gc.ca/default_flash.html

*Peregrine Falcon Recovery Plan*
http://www.speciesatrisk.gc.ca/publications/plans/perfal_e.cfm

*Prince Albert National Park of Canada*
http://www.parkscanada.gc.ca/pn-np/sk/princealbert/index_E.asp

*Project Wild*
http://www.wildeducation.org/programs/project_wild/prog_wld.asp

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Environmental Society*
http://www.lights.com/ses/

*Saskatchewan Environment and Resource* Management
http://www.se.gov.sk.ca/

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Interactive - Environment*
http://interactive.usask.ca/ski/environment/index.html

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Outdoor Environmental Education Association*
http://www.soeea.sk.ca/

*Saskatchewan Tourism*
http://www.sasktourism.com

*Saskatchewan Wetland Conservation Corporation*
http://www.wetland.sk.ca/

*Saskatchewan Wildlife Federation*
http://www.swf.sk.ca/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Sierra Club of Canada*
http://www.sierraclub.ca/

*Sierra Club of Canada: Prairie Chapter*
http://prairie.sierraclub.ca/

*Swift Fox Program*
http://www.ceinst.org/swift_fox.html

*World Wildlife Fund*
http://www.worldwildlife.org/

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Aboriginal Perspective

Aboriginal Elders and Community Workers in
Aboriginal Peoples and Natural Resources
Laxwesa Wa: Strength of the River
The Little Trapper
Northern Eden: Community-Based Wildlife
Okimah

### Aquatic Environments

Canadian Wetlands: Volume II
Managing Saskatchewan Wetlands: A
Reflections on a Prairie Slough
Riparian Areas: Caring for a Prairie
Streambank Stewardship: Your Guide to
Wetland Explorer: Digital Expeditions Next
Wildlife Habitat Management of Wetlands

### Career Development

Blueprint for Life/Work Designs
EnviroCareers: A Guide to Careers in the
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to the
Step Into the World of Workplace Learning: A
Working With Wildlife: A Guide to Careers

### General

Environmental Change and Challenge: A
Our Environment: A Canadian Perspective
The Philosophy and Practice of Wildlife
Wildlife Ecology and Management
Wildlife & Natural Resource

### Hunting and Fishing

A Century of Fur Harvesting in Saskatchewan
Firearm Safety Series
Going Wild: Hunting, Animal Rights, and
The Hunter's Game: Poachers and
The Little Trapper
Northern Eden: Community-Based Wildlife
Okimah
Saskatchewan Trapper Education Manual
Wildlife Identification Pocket Guide

### Issues in Wildlife Management

Animal Welfare and Human Values
A Century of Fur Harvesting in Saskatchewan
Commercialization and Wildlife Management
Developing Your Wildlife Viewing Site
Ecology and Conservation of Wolves in a
Endangered Species
Environmental and Economic Issues in
Going Wild: Hunting, Animal Rights, and
Home Range: Writings on Conservation and
The Hunter's Game: Poachers and
Northern Eden: Community-Based Wildlife
Our Common Future: World Commission on
Partners on the Land: Natural Process
Politics of the Wild: Canada and Endangered
Proposed Provincial Policy for Game Farm
The Sacred Balance: Rediscovering Our
A Sand County Almanac: And Sketches Here
Saskatchewan Trapper Education Manual
A Society of Wolves: National Parks and the
The Status of Wildlife Habitats in Canada To
To Save the Wild Earth: Field Notes From
Wildlife Conservation Policy: A Reader

### Outdoor Experiences

Animal Signatures
Bush Basics: A Common Sense Guide
Bushcraft
Canoeing the Churchill: A Practical Guide to
Eco-Backpacking: A Guide for Communing
Eco-Orienteering: A Sport for Everyone
Lost
Medicine for the Outdoors: The Essential
Outdoor Safety & Survival
Prince Albert National Park Edu-Kit
Prince Albert National Park Trail Guide
Saskatchewan Trails: A Guide to Nature
Wilderness Medicine Workbook

Wilderness Tracks: How to Sleuth Out
Wildlife Identification Pocket Guide

### Parks and Wildlife

Canada's National Parks
Changing Parks: The History, Future and
The National Parks **(Out of Print Section)**
Parks and Protected Areas in Canada
Phantom Parks: The Struggle to Save
Prince Albert National Park Edu-Kit
Prince Albert National Park Trail Guide
A Society of Wolves: National Parks and the
The Status of Wildlife Habitats
To Save the Wild Earth: Field Notes From
Working for Wildlife: The Beginning of

### Safety

Don't Risk Your Life
Dying to Work
Medicine for the Outdoors: The Essential
Moving Online…More *Ready for Work*
Outdoor Safety & Survival
Ready for Work
Understanding Hazards and Risks
WHMIS
Wilderness Medicine Workbook

### Saskatchewan Wildlife

Animal Signatures
Animal Tracks of Saskatchewan
Atlas of Saskatchewan
Boreal Forest: Volume VIII
The Ecoregions of Saskatchewan
Ecoregions of Saskatchewan: Exploring
The Great Northern Kingdom: Life in the
Landscapes of Saskatchewan Series
The Mammals of **(Out of Print Section)**
Mammals of North America: Temperate and
Natural Neighbours: Selected Mammals of
The NorSask Forest Story
Prince Albert National Park Trail Guide
Proposed Provincial Policy for Game Farm
Riparian Areas: Caring for a Prairie
Saskatchewan Birds
Saskatchewan Cougar - Elusive Cat
Saskatchewan Naturally Magazine
Saskatchewan's State of the Environment
Subarctic Woodlands: Volume VII
Woodlot Management Guide for the Prairie

### Survey Course - Middle Level

Animal Tracks of Saskatchewan
Backyard Habitat for Canada's Wildlife
Canada's National Parks
Helping Solve the **(Out of Print Section)**
The Mountain Grizzly
Natural Neighbours: Selected Mammals of
Prince Albert National Park Edu-Kit
Saskatchewan Birds
Wild Animals of Western Canada

### Survey Course - Secondary Level

Animal Signatures
Animal Tracks of Saskatchewan
Backyard Habitat for Canada's Wildlife
Bush Basics: A Common Sense Guide to Bushcraft
Canada's National Parks
Eco-Backpacking: A Guide for Communing
Ecology of Fish and Wildlife
Helping Solve the **(Out of Print Section)**
The Mammals of **(Out of Print Section)**
Mammals of North America: Temperate and
Moose: Behavior, Ecology, Conservation
The Mountain Grizzly
Natural Neighbours: Selected Mammals of North American Wildlife
Our Environment: A Canadian Perspective
Outdoor Safety & Survival
Prince Albert National Park Edu-Kit
Prince Albert National Park Trail Guide
Saskatchewan Birds
Saskatchewan Cougar - Elusive
Saskatchewan Naturally Magazine
Saskatchewan Trapper Education Manual
A Society of Wolves: National Parks and the
Wild Animals of Western Canada: An
Wildlife & Natural Resource Management
Working With Wildlife: A Guide to Careers

### Teacher Reference

Aboriginal Peoples and Natural Resources
Animal Welfare and Human Values
Blueprint for Life/Work Designs
A Century of Fur Harvesting in Saskatchewan
Changing Parks: The History, Future and

Commercialization and Wildlife Management
Developing Your Wildlife Viewing Site
Ecology and Conservation of Wolves in a
The Ecoregions of Saskatchewan
Environmental and Economic Issues in
Essential Skills/Compétences Essentielles
Going Wild: Hunting, Animal Rights, and
Guide for New Workers: Counsellor
The Hunter's Game: Poachers and
Medicine for the Outdoors: The Essential
Our Common Future: World Commission on
Parks and Protected Areas in Canada
Phantom Parks: The Struggle to Save
The Philosophy and Practice of Wildlife
Politics of the Wild: Canada and Endangered
The Sacred Balance: Rediscovering Our
A Sand County Almanac: And Sketches Here
The Sand Dunes of Lake Athabasca: Your
The Status of Wildlife Habitats in Canada
Step Into the World of Workplace Learning: A
Wilderness Medicine Workbook
Wildlife Conservation Policy: A Reader
Wildlife Ecology and Management
Wildlife Habitat Management of Forestlands
Wildlife Habitat Management of Wetlands
Working for Wildlife: The Beginning of

## Wildlife and Ecosystems

Backyard Habitat for Canada's Wildlife
Developing Your Wildlife Viewing Site
Ecology of Fish and Wildlife
The Ecoregions of Saskatchewan (Print)
Ecoregions of Saskatchewan: Exploring
A Field Guide to Eastern Forests: North
Going Wild: Hunting, Animal Rights, and
The Great Northern Kingdom: Life in the
Landscapes of Saskatchewan Series
The Mammals of **(Out of Print Section)**
Mammals of North America: Temperate and
Managing Your Native Prairie Parcels
Moose: Behavior, Ecology, Conservation
The Mountain Grizzly
North American Wildlife
The Sacred Balance: Rediscovering Our
The Sand Dunes of Lake Athabasca: Your
Saskatchewan's State of the Environment
A Society of Wolves: National Parks and the
To Save the Wild Earth: Field Notes From
Wild Animals of Western Canada: An
Wilderness Tracks: How to Sleuth Out
Wildlife Habitat Management of
Wildlife Identification Pocket Guide

## Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**CD-ROM**

Boreal Forest: Volume VIII
Canadian Wetlands: Volume II
Ecoregions of Saskatchewan: Exploring
Essential Skills/Compétences Essentielles
Moving Online...More *Ready for Work*
Subarctic Woodlands: Volume VII

**Kit**

EnviroCareers: A Guide to Careers in the
Prince Albert National Park Edu-Kit
Ready for Work
Wetland Explorer: Digital Expeditions Next

**Periodical**

Saskatchewan Naturally Magazine

**Print-Non-Fiction**

Aboriginal Elders and Community Workers
Aboriginal Peoples and Natural Resources
Animal Signatures
Animal Tracks of Saskatchewan
Animal Welfare and Human Values
Atlas of Saskatchewan
Backyard Habitat for Canada's Wildlife
Blueprint for Life/Work Designs
Bush Basics: A Common Sense Guide
Bushcraft
Canada's National Parks
Canoeing the Churchill: A Practical Guide to
A Century of Fur Harvesting in Saskatchewan
Changing Parks: The History, Future and
Commercialization and Wildlife Management
Developing Your Wildlife Viewing Site
Eco-Backpacking: A Guide for Communing
Ecology and Conservation of Wolves in a
Ecology of Fish and Wildlife
Eco-Orienteering: A Sport for Everyone
The Ecoregions of Saskatchewan
Employability Skills Toolkit for the Self
Endangered Species
Environmental and Economic Issues in
Environmental Change and Challenge: A
A Field Guide to Eastern Forests: North
Going Wild: Hunting, Animal Rights, and
The Great Northern Kingdom: Life in the
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to the
Home Range: Writings
The Hunter's Game: Poachers and
The Mammals of **(Out of Print Section)**
Mammals of North America: Temperate and
Managing Saskatchewan Wetlands: A
Managing Your Native Prairie Parcels:
Medicine for the Outdoors: The Essential
Moose: Behavior, Ecology, Conservation
The Mountain Grizzly
The National Parks of **(Out of Print Section)**
Natural Neighbours: Selected Mammals of
The NorSask Forest Story
North American Wildlife
Northern Eden: Community-Based Wildlife
Our Common Future: World Commission on
Our Environment: A Canadian Perspective
Outdoor Safety & Survival
Parks and Protected Areas in Canada
Phantom Parks: The Struggle to Save
The Philosophy and Practice of Wildlife
Politics of the Wild: Canada and Endangered
Prince Albert National Park Trail Guide
Proposed Provincial Policy for Game Farm
The Sacred Balance: Rediscovering Our
A Sand County Almanac: And Sketches Here
The Sand Dunes of Lake Athabasca: Your
Saskatchewan Birds
Saskatchewan Cougar - Elusive Cat
Saskatchewan Trails: A Guide to Nature
Saskatchewan Trapper Education Manual
Saskatchewan's State of the Environment A
Society of Wolves: National Parks and the
The Status of Wildlife Habitats in Canada
Step Into the World of Workplace Learning: A
Streambank Stewardship: Your Guide to
To Save the Wild Earth: Field Notes From
Wild Animals of Western Canada: An
Wilderness Tracks: How to Sleuth Out
Wildlife & Natural Resource Management
Wildlife Conservation Policy: A Reader
Wildlife Ecology and Management
Wildlife Habitat Management of
Wildlife Habitat Management of Wetlands

Wildlife Identification Pocket Guide
Woodlot Management Guide for the Prairie
Working for Wildlife: The Beginning of
Working With Wildlife: A Guide to Careers

**Video**

Don't Risk Your Life
Dying to Work
Firearm Safety Series
Landscapes of Saskatchewan Series
Laxwesa Wa: Strength of the River
The Little Trapper
Lost
Okimah
Partners on the Land: Natural Process
Reflections on a Prairie Slough
Riparian Areas: Caring for a Prairie
Understanding Hazards and Risks
WHMIS

# TRANSPORTATION CLUSTER

Autobody 10, A20, B20, A30, B30
Driver Education 10
Mechanical and Automotive 10, A20, B20, A30, B30

# Autobody 10, A20, B20, A30, B30

## Titles and Descriptions

**Auto Body Repairing and Refinishing** (Print-Non-Fiction). Toboldt, William K. and Richardson, Terry L. Goodheart-Willcox Publisher (NEL), 2000. 377 p. ISBN 1-56637-587-8 ($59.50 hdc.).

Many phases of autobody repair are addressed in this resource. Repair of plastic body panels, unibody and space frame construction, and high-strength steels are a few of the general topics discussed. Specific information is provided on tools, safety, glass replacement and refinishing. Each chapter begins with stated objectives and concludes with a summary, vocabulary review, questions and a list of practical activities. This is a well-designed resource with many coloured photographs and drawings. Safe practices and techniques are emphasized throughout the book. Included in this resource are an index and a glossary.
**Suggested Use:** General; Survey Course - Secondary Level

**Auto Diagnosis, Service, and Repair** (Print-Non-Fiction). Stockel, Martin T., Stockel, Martin W. and Johanson, Chris. Goodheart-Willcox Publishers (NEL), 2003. 1024 p. ISBN 1-56637-910-5 ($99.95 hdc.).

This revised edition of *Auto Service and Repair* continues to serve as an excellent overview to the fundamentals of auto service and repair. It describes how to service, troubleshoot and repair modern automobiles. The information is applicable to all makes and models. An abundance of photographs and detailed, clearly labelled diagrams assist in making the book easy-to-use and understand. Included in the text are a detailed table of contents, a dictionary of automotive terms and an index.
**Suggested Use:** General
**Other Use:** Mechanical and Automotive

**Autobody Series** (Video). Nimco, Inc. (KIN), 1997. No order number is required. ($145.00). Set of 12 videos ($1439.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Basic Masking Techniques* | (22 min.) |
| *Introduction to Unibody Repair* | (26 min.) |
| *Metal Straightening Techniques* | (24 min.) |
| *Outer Door Panel Replacement* | (22 min.) |
| *Paint Prep Volume One* | (22 min.) |
| *Paint Prep Volume Two* | (23 min.) |
| *Quarter Panel Replacement* | (22 min.) |
| *Tinting for a Color Match* | (24 min.) |
| *Ultra Fine Sand and Polishing* | (25 min.) |
| *Unibody: Damage Analysis* | (33 min.) |
| *Unibody: Damage Correction* | (36 min.) |
| *Unibody: Measuring Systems* | (26 min.). |

Virtually all aspects of autobody are covered in this comprehensive series of 12 videos. Safety is a message that is stressed in each of the videos.
**Suggested Use:** General; Safety

**Automotive Parts and Technology** (Periodical). Automotive Parts & Technology (APY). Published 6 times per year - No order number is required. ($36.38).

This resource provides articles and reviews of interest to autobody teachers.
**Suggested Use:** General

**Automotive Repair** (Video). (School to Work Series). The School Co. (SCO), 1993. 20 min. Order no. COM110 ($149.00 U.S.).

This program stresses the importance of communication in the automotive repair field. Listening, speaking, writing and reading are the four areas addressed. The manager of an automotive repair shop is interviewed, and he demonstrates the role each of these areas plays in the operation of a successful business.
**Suggested Use:** Career Development; Work Study

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Bodyshop** (Periodical). Southam Magazine and Information Group (SMG). Published 6 times per year - ISSN 0045-2319 ($35.20).

This resource provides articles and reviews of interest to autobody teachers.
**Suggested Use:** General

**Complete Automotive Welding: Metals and Plastics** (Print-Non-Fiction). Scharff, Robert and Caruso, Dave. (Delmar Automotive Series). Delmar Publications (NEL), 1990. 244 p. ISBN 0-8273-3622-5 ($61.00 pbk.).

With today's unibody vehicles, the body technician has to learn about the use of new welding equipment and techniques. This excellent resource includes repair methods using MIG welding, oxyacetylene welding, plasma arc cutting, sectioning, brazing and TIG welding. Plastic repair techniques (including fiberglass) are also discussed. The bolded headings, detailed drawings and numerous black-and-white photographs make this a useful resource. Included in the text are a table of contents, a glossary and an index.
**Suggested Use:** Repairing Plastics; Welding
**Other Use:** Welding

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and Workplace Hazardous Materials Information Systems (WHMIS). Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component, students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, such as WHMIS, or all 12. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation.

The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Mechanical and Automotive; Welding

**Delmar Automotive Series** (Print-Non-Fiction). Please refer to the title: *Complete Automotive Welding: Metals and Plastics.*

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**DuPont Refinisher News** (Periodical). DuPont Canada Inc. (DPT). Published 4 times per year - No order number is required. ($FREE).

This resource provides articles and reviews of interest to autobody teachers.
**Suggested Use:** General

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**The Future Is Wide Open: Take a Closer Look at Auto Repair and Service** (Kit). Canadian Automotive Repair and Service Council (CARS), 2001. No order number is required. ($41.50).

(CAN) This kit contains a number of resources.

A booklet, *Industry Presentation Guide*, suggests methods of presenting information about the industry to various audiences.

A poster illustrates four different jobs in the industry. An *educator's guide*, provides teachers with suggestions for practical activities to get students involved in selected aspects of the industry.

A 127-page coil bound book, *Reference Guide to Career Opportunities*, profiles real-life workers in the industry and provides relevant information about their jobs. It also offers a list of colleges from across Canada.

A CD, *The Future Is Wide Open*, offers additional information about career planning and opportunities and provides a number of links to related Internet sites.

This kit was sent to all high schools in the fall of 2002.
**Suggested Use:** Career Development
**Other Use:** Career and Work Exploration; Mechanical and Automotive

**General Safety Practices** (Video). (Working Safely in the Automotive Shop Series). Bergwall Productions (MCI), 1997. 17 min. Order no. 950008 ($99.00).

This video covers common safety practices in the automotive shop. The topics addressed include proper dress, organization of the shop and maintenance and safe use of tools and equipment.
**Suggested Use:** Safety
**Other Use:** Mechanical and Automotive

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**I-CAR Professional Automotive Collision Repair. 2nd ed.** (Print-Non-Fiction). Duffy, James E. Delmar Publications (NEL), 2001. 674 p. ISBN 0-7668-1398-3 ($83.00 hdc.).

This classic resource in the field of autobody takes the user through all aspects of the trade. From the fundamentals of autobody and minor repairs, it progresses to refinishing, unibody straightening and entrepreneurship. The text portion is to the point, and there is a heavy reliance on photographs to illustrate the work being done. Each chapter begins with an introduction and objectives. Review questions, a summary and a list of suggested activities are found at the end of each chapter. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Manual Handling** (Video). Safetycare Inc. (SCI), n.d. 10 min. No order number is required. ($220.00).

Manual handling is the movement of items by human energy. If manual handling is not done properly, serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly and how to avoid being injured.
**Suggested Use:** Safety
**Other Use:** Construction and Carpentry; Electrical and Electronics; Horticulture; Machining; Mechanical and Automotive; Upholstery; Welding

**Motor Auto Body Repair. 3rd ed.** (Print-Non-Fiction). Scharff, Robert and Duffy, James E. Delmar Publications (NEL), 1998. 914 p. ISBN 0-8273-6858-5 ($107.00 hdc.). Instructor's Manual - ISBN 0-8273-6859-3 ($25.50 pbk.). Student Technician's Manual - ISBN 0-8273-6786-4 ($38.00 pbk.).

Designed for people contemplating a career in the collision repair industry, this comprehensive resource provides information on how the automobile is built, shows what tools and equipment are needed to repair it and reviews time-tested techniques used to restore damaged vehicles to their pre-accident condition. The book is easy to understand with many valuable features key terms; caution, warning and shop talk sections; chapter summaries and review questions. Loaded with photographs, detailed drawings, charts and a coloured insert with step-by-step instructions for repairing a damaged vehicle, this book is an excellent resource for teachers and students. The text includes a table of contents, a glossary and an index.

The student manual contains chapter-by-chapter job sheets, assignments and review questions.

The revised and expanded instructor's guide supports the instructions given in the text and provides chapter outlines, objectives, review questions and answers.
**Suggested Use:** General

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Construction and Carpentry; Electrical and Electronics; Machining; Mechanical and Automotive; Welding

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Commercial Cooking; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Machining; Mechanical and Automotive; Upholstery; Welding

**Safety Care Series** (Video). Please refer to the titles: *Personal Protective Equipment* and *Understanding Hazards and Risks.*

**School to Work Series** (Video). Please refer to the title: *Automotive Repair.*

**Service Station and Garage Management** (Periodical). Southam Magazine and Information Group (SMG). Published monthly - No order number is required. ($48.10).

This resource provides articles and reviews of interest to autobody teachers.
**Suggested Use:** General

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can acquire knowledge of the occupations and the essential skills that are needed in jobs as well as the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Total Auto Body Repair. 3rd ed.** (Print-Non-Fiction). Rhone, L. C. Glencoe/McGraw Hill (MHR), 1990. 500 p. ISBN 0-02-682161-3 ($135.95 hdc.).

This comprehensive resource covers all aspects of autobody and refinishing. The major areas covered include "Body Shop as a Modern Business," "Body-Working Tools," "Body Shop Materials," "Major Repairs," "Minor Repairs," "Automotive Painting" and "Electricity and Electronics". This resource is

well illustrated with black-and-white and coloured photographs. Many detailed drawings accentuate the text. Included in this resource are a table of contents, a glossary and an index.
**Suggested Use:** General

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed, as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Working Safely in the Automotive Shop Series** (Video). Please refer to the title: *General Safety Practices.*

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Grades 6 to 9; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

## Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Autobody 10, A20, B20, A30, B30. Before choosing to purchase any resources it is advisable for educators to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of their particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other autobody resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**I-CAR Professional Automotive Collision Repair. 2nd ed.** (Print-Non-Fiction). Duffy, James E. Delmar Publications (NEL), 2001. 674 p. ISBN 0-7668-1398-3 ($83.00 hdc.).

**Motor Auto Body Repair. 3rd ed.** (Print-Non-Fiction). Scharff, Robert and Duffy, James E. Delmar Publications (NEL), 1998. 914 p. ISBN 0-8273-6858-5 ($107.00 hdc.). Instructor's Manual - ISBN 0-8273-6859-3 ($25.50 pbk.). Student Technician's Manual - ISBN 0-8273-6786-4 ($38.00 pbk.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 19, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Automotive Body Repair News*
http://www.abrn.com/abrn/

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Career Awareness*
http://www.hrdc.gc.ca/career

*Choosing the Right Collision Repair Shop*
http://home.rmci.net/jvinson/choosing.htm

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*I-Car Online*
http://www.i-car.com

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Ready for Work*
http://www.readyforwork.sk.ca

*Safety and Health Topics - Autobody Repair and Refinishing*
http://www.osha.gov/SLTC/autobody/

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Career Development

Automotive Repair
Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
The Future Is Wide Open: Take a Closer Look
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Step Into the World of Workplace

### General

Auto Body Repairing and Refinishing
Auto Diagnosis, Service, and Repair
Autobody Series
Automotive Parts and Technology
Bodyshop
DuPont Refinisher News
I-CAR Professional Automotive
Motor Auto Body Repair
Service Station and Garage Management
Total Auto Body Repair

### Repairing Plastics

Complete Automotive Welding: Metals and

### Safety

Autobody Series
Construction Safety Training System
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
General Safety Practices
Manual Handling
Moving Online…More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Understanding Hazards and Risks
WHMIS

### Survey Course - Middle Level

Helping Solve the **(Out of Print Section)**

### Survey Course - Secondary Level

Auto Body Repairing and Refinishing
Helping Solve the **(Out of Print Section)**
I-CAR Professional Automotive Collision

### Teacher Reference

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace

### Welding

Complete Automotive Welding: Metals and

### Work Study

Automotive Repair
Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## CD-ROM

Construction Safety Training System
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

## Kit

The Future Is Wide Open: Take a Closer
Ready for Work

## Periodical

Automotive Parts and Technology
Bodyshop
DuPont Refinisher News
Service Station and Garage Management

## Print-Non-Fiction

Auto Body Repairing and Refinishing
Auto Diagnosis, Service, and Repair
Blueprint for Life/Work Designs
Complete Automotive Welding: Metals and
Employability Skills Toolkit for the Self
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
I-CAR Professional Automotive Collision
Motor Auto Body Repair
Step Into the World of Workplace
Total Auto Body Repair

## Video

Autobody Series
Automotive Repair
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
General Safety Practices
Manual Handling
Personal Protective Equipment
Portable Extinguishers
Safety Care Series
Understanding Hazards and Risks
WHMIS

# Driver Education 10

## Titles and Descriptions

**America Brakes for Safety** (Video). ABS Education Alliance **(MGR)**, 1998. 7 min. Dup. order no. V503. Teacher's Guide - Order no. G503 ($24.00 loose-leaf).

The keys to proper use of the America Brakes for Safety technology are to understand how the vehicle is equipped to recognize when ABS is functioning and to perform techniques of firm braking and limited steering. Knowing these key factors and elements will allow the driver to take full advantage of this braking technology. ABS technology does not affect the normal operation of the conventional braking system in any manner. The vehicle's brakes will feel and operate like a conventional system until any impending wheel lock occurs to activate the ABS system.
**Suggested Use:** Driving Techniques

**Auto$mart: Teaching Fuel Efficiency** (Kit). Natural Resources Canada (NRC), 1997. ISBN 0-662-25111-3 ($FREE).

(CAN) This kit uses an informative, humourous and positive approach to expose new drivers to the facts about the importance of fuel efficiency. The video uses six-minute segments to teach students about buying, driving and maintaining vehicles in a fuel-efficient manner.

The CD-ROM supports the video and offers students a chance to test what they have learned. Produced by Natural Resources Canada, this is a free publication.

Included are a video, a CD-ROM, an instructor's guide and student handouts.
**Suggested Use:** Vehicle Condition and Operation

**Binge Drinking: The Facts** (Video). Human Relations Media/HRM Video (MCI), 1998. 24 min. Order no. 600171 ($199.00).

This award-winning video uses a fast-paced and interesting presentation to get teens to realize the dangers of binge drinking. Alcohol poisoning, driving while impaired, unsafe sex and date rape are some of the consequences presented. Teen survivors of these situations discuss their experiences.

The teacher's resource book and student worksheets are very useful.
**Suggested Use:** Driver Condition
**Other Use:** Life Transitions; Psychology 20 and 30

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Dead Tired** (Video). (W5 Series). CTV Television Network Ltd. (MAG), 1997. 11 min. Order no. 859-31-991 ($49.00).

In this short *W5* presentation, the causes and consequences of sleeping at the wheel are

examined. The effects of fatigue are compared to drunk driving.
**Suggested Use:** Driver Condition

**Defensive Driving: Prepared for the Worst** (Video). Coastal Training Technologies Corp. (ELB), 1997. 18 min. Order no. 26-S165 ($395.00).

This is an excellent video that portrays many defensive-driving skills. Some of the areas that are covered include driving in fog, snow, ice and rain; driving at night and avoiding hazards such as animals and road construction.
**Suggested Use:** Driving Techniques

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Level schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Drinking and Driving: End of the Road** (Video). Educational Video Network (MAG), 2001. 22 min. Order no. 1704-1704-1098 ($149.00).

The theme of this video is the importance of making the correct choice and not drinking and driving. Facts about alcohol and driving under the influence are presented. The program offers discussions about how alcohol affects driving skills and the misconceptions that exist.
**Suggested Use:** Driver Condition

**Drinking, Driving and Dying** (Video). Human Relations Media/HRM Video **(MGR)**, 1997. 28 min. Dup. order no. V6811. Teacher's Guide - Order no. G6811 ($4.00 loose-leaf).

This program provides information for students about the serious consequences of drunk driving. It assists students in becoming responsible citizens who are able to make a difference in their own lives and in the lives of those around them. The objectives for students include the following:

- to gain an understanding of what blood alcohol content (BAC) is and how it is estimated
- to learn that under no circumstances should a person who has been drinking alcohol be allowed to operate a car
- to appreciate the critical difference between the legal BAC limit and the practical limit of alcohol in the blood
- to realize that a drunk driver is a danger to society
- to become aware that anyone who causes a crash while driving drunk will be prosecuted
- to learn the warning signs of someone who is driving while intoxicated
- to understand ways that they can make sure that none of their friends get behind the wheel of a car after drinking alcohol
- to recognize that drunk driving is deadly, but it is also preventable.

A useful and extensive teacher's guide is available.
**Suggested Use:** Driver Condition
**Other Use:** Health Education: Grades 6 to 9

**Driven to Distraction** (Video). Canada Safety Council (CSY), 2001. 10 min. No order number is required. ($4.95).

This short video offers helpful hints to drivers on how to identify and avoid distractions while driving. Whether it is eating, changing a CD,

talking on the phone or minding the children, all of these activities distract the driver from the number one priority of safe driving. Tips on how to pay more attention while driving and how to develop techniques to avoid distractions are given.
The accompanying CD offers the same program that is on the video.
**Suggested Use:** Driving Techniques

**Driver-ZED: A Crash Course in Crash Prevention** (CD-ROM). AAA Foundation for Traffic Safety (AAA), 1997. Teen Version - Order no. 110 ($19.95 U.S.).

In this CD-ROM, *ZED* stands for "Zero Errors Driving," and that is what students try to achieve as they use this excellent interactive program. Through the use of full-motion video, students are put behind the wheel as they are guided through 83 real-life driving sequences. In each of these sequences, students are introduced to a variety of dangerous situations. The program rates their reaction and performance in each of the situations and then scores it. No add-on accessories are needed to use the program; however, it is essential to set the display and audio parameters to the values suggested.
**Suggested Use:** Driving Techniques

**Driving Snow: The Keys to Winter Driving** (Video). Sava Films (PSA), 1993. 15 min. No order number is required. ($225.00).

This short video highlights all of the key points that students need to know about winter driving. Information is provided on ABS, tires, skid control, front-wheel drive and winter road hazards.
**Suggested Use:** Driving Techniques

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills that they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the toolkit can be obtained online at http://www.conferenceboard.ca/education/learning-tools/toolkit.htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**ESP Consumer Video** (Video). Continental Teves (CNV), 1998. 4 min. No order number is required. ($FREE).

This video focuses on the Electronic Stability Program (ESP). ESP has been developed to enhance the driver's control of a vehicle. The ESP system monitors a driver's attention and performance. If the system detects a change that could result in a skid, it intervenes to maintain the intended direction of travel.
**Suggested Use:** Vehicle Condition and Operation

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, pertinent websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed, and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Just Another Saturday Night** (Video). AAA Foundation for Traffic Safety (AAA), 1998. 13 min. No order number is required. ($19.95 U.S.).

This video dramatizes the events leading up to a drunk-driving tragedy. Following a night of partying, a student takes the wheel and finds himself charged with manslaughter after his best friend is killed in an accident.
**Suggested Use:** Driver Condition

**License to Drive Series** (Kit). Delmar Publications (NEL), 2000. Order numbers follow.

Recommended titles in this series include the following:

| | | |
|---|---|---|
| Student Book | ISBN 0-7668-0302-3 | ($39.50 pbk.) |
| Annotated Teacher's Edition & Activity Software | ISBN 0-7668-0303-1 | ($81.00 pbk.) |
| *Be SAFE* (22 min.) | ISBN 0-7668-1115-8 | ($167.00) |
| *Challenging Driving Conditions* (23 min.) | ISBN 0-7668-1118-2 | ($167.00) |
| *Condition of the Driver* (23 min.) | ISBN 0-7668-1116-6 | ($167.00) |
| *Intersections* (22 min.) | ISBN 0-7668-1119-0 | ($167.00) |
| *Parking* (22 min.) | ISBN 0-7668-1117-4 | ($167.00) |
| Set of 5 Videos | ISBN 0-7668-1349-5 | ($667.00). |

This series covers most areas of the Driver Education Curriculum. Questions and quizzes are provided throughout the material. Please note that each component can be purchased separately. It is essential to substitute Canadian information for the American data.

The book provides detailed information in a clear and concise manner and offers high-quality visuals.

The videos portray interesting teens, and the narrator has a positive manner.
**Suggested Use:** General

**Marketplace: Teen Driver** (Video). Canadian Broadcasting Corp. (Non Broadcast Sales) (CBC), 1996. 30 min. Order no. V8M-95-06 ($115.00).

(CAN) The story of Kevin, a young man who caused the death of two friends while drinking and driving, is profiled. The emotional impact of the tragedy is strong as Kevin goes through the justice system, and the parents deal with their grief.
**Suggested Use:** Driver Condition
**Other Use:** Life Transitions

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**One Too Many!: Anti-Drinking and Driving Video** (Video). Gateway Safety Net Publications (GTW), 2000. 30 min. No order number is required. ($10.00).

(CAN) In a controlled experiment by the RCMP, four young people drive a predetermined course of pylons in a dual-controlled training vehicle. Under medical supervision the subjects are requested to drive the course after the consumption of measured amounts of alcohol. The results will certainly illustrate to students how their driving abilities are affected by drinking.
**Suggested Use:** Driver Condition

**Picking Up the Pieces... Surviving a Drunk Driving Crash** (Video). Drunk Busters of America (DRU), 2000. 26 min. No order number is required. ($99.00 U.S.).

This video presents the testimonial of parents whose daughter was involved in a serious alcohol-related collision. The young woman's story is followed as she picks up the pieces of her life after the collision. This is a true story about making suitable choices.
**Suggested Use:** Driver Condition

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical and Automotive; Theatre Arts; Upholstery; Welding

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers and rights and responsibilities. Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through a Saskatchewan Teachers' Federation workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Road Rage: How to Protect Yourself!** (Video). FLI Learning Systems, Inc. (KIN), 1998. 15 min. Order no. 2419 ($132.87).

Common situations that often trigger road rage are profiled, such as tailgating, cutting in and out of traffic, running red lights and attempting to get even with another driver. The rest of the video then discusses how to keep anger under check and how to avoid becoming a victim of other drivers' road rage. The emphasis in this video is on defensive driving.
**Suggested Use:** Driving Techniques

**Safety Care Series** (Video). Please refer to the title: *Understanding Hazards and Risks.*

**A Single Moment** (Video). Partners in Motion (PIM), 1999. 10 min. No order number is required. ($24.95).

(SK) The dangers of driving on grid roads are described in this short video. Intended for young drivers, it highlights the peculiarities that are found on many of Saskatchewan's grid roads.

**Suggested Use:** Driving Techniques

**Smashed** (Print-Non-Fiction). Road Safety Directorate (RSD), 1999. 31 p. ISBN 0-662-27910-7 ($FREE pbk.).

(CAN) Produced by Transport Canada, this colourful and appealing resource is aimed at new and experienced drivers. Its goal is to increase the awareness and understanding about problems of drinking and driving so that drivers are better prepared to prevent impaired driving. The publication is free from Transport Canada.
**Suggested Use:** Driver Condition

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Stomp, Stay and Steer: Getting the Full Benefit From Your Anti-Lock Brakes** (Video). Continental Teves (CNV), n.d. 5 min. No order number is required. ($FREE).

This short video illustrates the correct use of ABS brakes. Stomp the brake, stay on the brake and steer where you want to go are the three points discussed. The effect of different road surfaces is also addressed.
**Suggested Use:** Driving Technique

**Teaching Your Teens to Drive: A Partnership for Survival** (Video). AAA Association Communication (MHR), 1997. 56 min. ISBN 0-02-653406-1 ($46.55).

This video presents 13 lessons that will help the new driver develop skills in areas such as basic vehicle control, passing, visual search habits, night driving, reducing risks and driving on ice.

The accompanying handbook provides additional information that takes new drivers and their parents through a step-by-step approach to learning how to drive.
**Suggested Use:** General

**The Teen Files Series** (Video). Please refer to the title: *The Truth About Drinking*.

**Today's Driving Manual: The Handbook for Today's Driver. 2nd ed.** (Print-Non-Fiction). Torreiro, Charles D., ed. Propulsion International Inc. (CAE), 1999. 250 p. ISBN 2-89092-186-7 ($19.95 pbk.).

This comprehensive resource presents information for the new driver. In a clear, concise manner, this book includes the strategies needed to operate a vehicle safely on our modern highways. Students are given tips on how to drive defensively, cooperatively and intelligently. This resource is interspersed with numerous coloured diagrams. In addition to driving techniques, information on the engine, power train and chassis is included. A table of contents, a glossary and an index are included.
**Suggested Use:** General

**The Truth About Drinking** (Video). (The Teen Files Series). Canadian Learning Company Inc. (CLC), 1999. 30 min. Order no. 1-2256 ($129.95). Circulating copy - Order no. 1-2256C ($275.00).

(CAN) Through role playing, the physical and emotional effects of alcohol are made very apparent to young drivers. Four teens realize the dangers of alcohol and make a decision not to drink and drive.
**Suggested Use:** Driver Condition

**The Ultimate Driving Challenge** (Video). Canadian Learning Company Inc. (CLC), n.d. 30 min. Order no. 1-8792 ($129.95). Circulating copy - Order no. 1-8792C ($270.00).

The 20 driving situations illustrated in this video test road safety knowledge and how to avoid an accident. Viewer participation is encouraged with questions at the end of each sequence. The correct response is then demonstrated.
**Suggested Use:** Driving Techniques

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**W5 Series** (Video). Please refer to the titles: *Dead Tired* and *Dying to Work*.

**WHMIS** (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Winter Driving Safety** (Video). Long Island Productions (LNG), n.d. 19 min. Order no. 924 ($129.95 U.S.).

This video provides good information on winter driving tactics in fog, black ice and other adverse road conditions. Braking techniques and how to avoid skids are also addressed.
**Suggested Use:** Driving Techniques

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Driver Education. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the areas of career development and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other driver education resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Driver-ZED: A Crash Course in Crash Prevention** (CD-ROM). AAA Foundation for Traffic Safety (AAA), 1997. Teen Version - Order no. 110 ($19.95 U.S.).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Today's Driving Manual: The Handbook for Today's Driver. 2nd ed.** (Print-Non-Fiction). Torreiro, Charles D., ed. Propulsion International Inc. (CAE), 1999. 250 p. ISBN 2-89092-186-7 ($19.95 pbk.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**America Brakes for Safety** (Video). ABS Education Alliance **(MGR)**, 1998. 7 min. Dup. order no. V503. Teacher's Guide - Order no. G503 ($24.00 loose-leaf).

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Drinking, Driving and Dying** (Video). Human Relations Media/HRM Video **(MGR)**, 1997. 28 min. Dup. order no. V6811. Teacher's Guide - Order no. G6811 ($4.00 loose-leaf).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 19, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*AAA Foundation for Traffic Safety*
http://www.aaafoundation.org/home/

*American Driver & Traffic Safety Education Association*
http://adtsea.iup.edu/adtsea/default.asp

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*Best Pedestrian Practices*
http://www.nhtsa.dot.gov/people/outreach/safesobr/OPlanner/ncpsw/pedest3.html

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Canadian Automobile Association*
http://www.caa.ca/e/news-issues/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Driver Education*
http://www.drivers.com/Top_New_Drivers.html

*Driver Fatigue Quiz*
http://www.fmcsa.dot.gov/safetyprogs/fatigue/fatiguequiz.htm

*Driving With Distractions*
http://www.additudemag.com/additude.asp?DEPT_NO=304&SUB_NO=1

*Drowsy Driving*
http://www.drowsydriving.cornell.edu/

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*IPDE Process and Defensive Driving*
http://www.diversionprogram.com/X-Online%20Course%20Pages/online_manual_sec.2.1.html

*Key Facts for New Drivers*
http://www.atsb.gov.au/road/newdrivers/index.cfm

*MADD Canada*
http://www.madd.ca/

*Manitoba Public Insurance (Driving Quizzes)*
http://www.mpi.mb.ca//dr_quiz/startdrivingquiz.asp?L=E

*National Highway Traffic Safety Administration*
http://www.nhtsa.dot.gov/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Operation Lifesaver Canada*
http://www.ol-og-canada.org/

*Pedestrian Signals - Are They Guarantees of Safety?*
http://www.dot.state.az.us/ROADS/traffic/pedsig.htm

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

*SaskWork Online Guide*
http://www.saskworkguide.ca/default.cfm

*Traffic Safety - Canada Safety Council*
http://www.safety-council.org/info/traffic/traffic.htm

*Transport Canada*
http://www.tc.gc.ca/aboutus/menu.htm

*Vision Standards for Driving in Canada*
http://www.eyesite.ca/english/program-and-services/policy-statements-guidelines/drivingstd.html

*Visual Expert - Human Factors*
http://www.visualexpert.com/Resources/autofacts.html

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

**Career Development**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship
Step Into the World of Workplace Learning

**Driver Condition**

Binge Drinking: The Facts
Dead Tired
Drinking and Driving: End of the Road
Drinking, Driving and Dying
Just Another Saturday Night
Marketplace: Teen Driver
One Too Many!: Anti-Drinking and Driving
Picking Up the Pieces… Surviving a Drunk
Smashed
The Truth About Drinking

**Driving Techniques**

America Brakes for Safety
Defensive Driving: Prepared for the
Driven to Distraction
Driver-ZED: A Crash Course in Crash
Driving Snow: The Keys to Winter Driving
Road Rage: How to Protect Yourself!
A Single Moment
Stomp, Stay and Steer
The Ultimate Driving Challenge
Winter Driving Safety

**General**

License to Drive Series
Teaching Your Teens to Drive
Today's Driving Manual: The Handbook for

**Safety**

Don't Risk Your Life
Dying to Work
Moving Online…More *Ready for Work*
Portable Extinguishers
Ready for Work
Understanding Hazards and Risks
WHMIS

**Survey Course - Middle Level**

Helping Solve the **(Out of Print Section)**

**Survey Course - Secondary Level**

Helping Solve the **(Out of Print Section)**

**Teacher Reference**

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning

**Vehicle Condition and Operation**

Auto$mart: Teaching Fuel Efficiency
ESP Consumer Video

**Work Study**

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship
Moving Online…More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## CD-ROM

Driver-ZED: A Crash Course in Crash
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

## Kit

Auto$mart: Teaching Fuel Efficiency
License to Drive Series
Ready for Work

## Print-Non-Fiction

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship
Smashed
Step Into the World of Workplace Learning
Today's Driving Manual: The Handbook for

## Video

America Brakes for Safety
Binge Drinking: The Facts
Dead Tired
Defensive Driving: Prepared for the
Don't Risk Your Life
Drinking and Driving: End of the Road
Drinking, Driving and Dying
Driven to Distraction
Driving Snow: The Keys to Winter Driving
Dying to Work
ESP Consumer Video
Just Another Saturday Night
Marketplace: Teen Driver
One Too Many!: Anti-Drinking and Driving
Picking Up the Pieces… Surviving a Drunk
Portable Extinguishers
Road Rage: How to Protect Yourself!
A Single Moment
Stomp, Stay and Steer
Teaching Your Teens to Drive
The Truth About Drinking
The Ultimate Driving Challenge
Understanding Hazards and Risks
WHMIS
Winter Driving Safety

# Mechanical and Automotive 10, A20, B20, A30, B30

## Titles and Descriptions

**America Brakes for Safety** (Video). ABS Education Alliance **(MGR)**, 1998. 7 min. Dup. order no. V503. Teacher's Guide - Order no. G503 ($24.00 loose-leaf).

The keys to proper use of the America Brakes for Safety technology are to recognize how the vehicle is equipped to recognize when ABS is functioning and to perform techniques of firm braking and limited steering. Knowing these key factors and elements will allow the driver to take full advantage of this braking technology. ABS technology does not affect the normal operation of the conventional braking system in any manner. The vehicle's brakes will feel and operate like a conventional system until any impending wheel lock occurs to activate the ABS system.
**Suggested Use:** Brake Systems
**Other Use:** Driver Education

**Auto Diagnosis, Service, and Repair** (Print-Non-Fiction). Stockel, Martin T., Stockel, Martin W. and Johanson, Chris. Goodheart-Willcox Publisher (NEL), 2003. 1024 p. ISBN 1-56637-910-5 ($99.95 hdc.). Workbook - ISBN 1-56637-911-3 ($25.95 pbk.).

This revised edition of *Auto Service and Repair* continues to serve as an excellent overview to the fundamentals of auto service and repair. It describes how to service, troubleshoot and repair modern automobiles. The information is applicable to all makes and models. An abundance of photographs and detailed, clearly labelled diagrams assist in making the book easy to use and understand. Included in the text are a detailed table of contents, a dictionary of automotive terms and an index.
**Suggested Use:** General
**Other Use:** Autobody

**Auto Electricity and Electronics Technology** (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher (NEL), 1998. 574 p. ISBN 1-56637-441-3 ($81.95 pbk.).

This book provides comprehensive coverage of the topics relating to auto electricity and electronics. The first section reviews electricity and electronics fundamentals. Section II explains the construction and operation of major electrical-electronic systems. Section III summarizes how to diagnose, test and repair systems. The numerous drawings, charts and black-and-white photographs will help students understand the technical subject matter. Each chapter includes learning objectives, a summary, a vocabulary list and review questions. This book contains a table of contents and an index-glossary reference.
**Suggested Use:** Electrical Systems

**Auto Engines Technology: Principles, Diagnosis, and Service of Engines and Related Systems** (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher (NEL), 1997. 575 p. ISBN 1-56637-363-8 ($81.95 hdc.).

*Auto Engines Technology* will help students learn how to diagnose and repair all makes and models of gasoline and diesel engines. Topics covered include engine fundamentals, construction and design, systems, diagnosis and overhaul. The abundant use of photographs, charts and diagrams makes this a practical resource for teachers and students. This book includes a table of contents and an index.
**Suggested Use:** Engines

**Auto Fundamentals: How and Why of the Design, Construction, and Operation of Automobiles: Applicable to All Makes and Models** (Print-Non-Fiction). Stockel, Martin T., Stockel, Martin W. and Johanson, Chris. Goodheart-Willcox Publisher (NEL), 2000.

607 p. ISBN 1-56637-577-0 ($82.95 hdc.). Workbook - ISBN 1-56637-578-9 ($23.95 pbk.). Instructor's Manual - ISBN 1-56637-579-7 ($73.95 pbk.).

This comprehensive text provides information on the design, construction and operation of all major automotive systems. Each system is explained with basic theory and then parts are added until the system is complete. This text uses hundreds of colour-coded illustrations that enhance and reinforce the concepts. Each of the short chapters is easy to follow with stated goals, a summary, a review of key terms, and review questions. The text contains a table of contents, a glossary and an index.

The workbook provides activities and reviews material that supplement the principles covered in the text.

The instructor's manual includes ideas for course organization and teaching tips.
**Suggested Use:** Automotive Technology; General; Survey Course - Secondary Level

**Auto Repair for Dummies** (Print-Non-Fiction). Sclar, Deanna. IDG Books Worldwide, Inc. (WIL), 1999. 567 p. ISBN 0-7645-5089-6 ($27.99 pbk.).

As the title indicates, this resource is written and illustrated with a tongue-in-cheek approach. The information, however, is excellent for the beginning student and those at the middle years level. The book does not go into the details of repair that may be needed in a pure course, but it does handle the general categories in an easy-to-follow format appropriate to the survey courses. The drawings that illustrate each area are very useful in helping students understand the various aspects of auto repair. An index and a glossary are included.
**Suggested Use:** Service and Maintenance; Survey Course - Middle Level; Survey Course - Secondary Level

**Automotive** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6843. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

(CAN) This program from the *Career Options for Women Series* spotlights the automotive industry. It features an autobody technician, a gas mechanic and a truck driver. From crafting metal and tuning engines, to big rig cruising, these women make a good living and enjoy their work.

Supporting print is available from Media Group.
**Suggested Use:** Career Development

**Automotive Encyclopedia: Fundamental Principles, Operation, Construction, Service, and Repair. 2000 ed.** (Print-Non-Fiction). Toboldt, William K., Johnson, Larry and Gauthier, W. Scott. Goodheart-Willcox Publisher (GAG), 2000. 782 p. ISBN 1-56637-713-7 ($91.95 hdc.).

This is a comprehensive book of automotive fundamentals. It explores the sciences involved in vehicle operation: electricity and electronics, computers, hydraulics, pneumatics, internal combustion, power transmission, steering and suspension geometry. It also covers vehicle design, operation, troubleshooting, service and repair. The well-labelled drawings, photographs, and charts make this a useful resource. Both males and females are depicted in the work setting. This book includes a table of contents, a glossary and an index.
**Suggested Use:** General

**Automotive Excellence: Volumes 1 and 2** (Print-Non-Fiction). Glencoe/McGraw Hill (MHR), 2000. 588 p. Order numbers follow.

Volume 1 ISBN 0-02-831363-1
($79.95 hdc.)
Volume 2 ISBN 0-02-831364-X
($78.16 hdc.).

The two-volume format, organization by area of repair and the easy-to-read text all serve to make this an excellent general reference for automotive repair. Volume One examines safety, brakes, electrical systems, engine

performance and suspension while Volume Two looks at engine repair, heating and cooling, and transmissions. The expanded table of contents, colour-coded pages and unique numbering system allow easy access to the information. The use of career focus activities, chapter objectives, knowledge checks and reviews add to its effectiveness. The books are well illustrated with photographs, drawings, charts and graphs. An index and a glossary are included.
**Suggested Use:** General; Survey Course - Secondary Level

**Automotive Mechanics. 10th ed.** (Print-Non-Fiction). Anglin, Donald L. and Crouse, William H. Glencoe/McGraw Hill (MHR), 1993. 820 p. ISBN 0-0-2-800943-6 ($98.56 hdc.).

This excellent resource covers the areas of automotive design, construction, operation, diagnosis and repair. The short, well-formatted chapters include stated objectives, related vocabulary words and review questions. The resource includes hundreds of clearly labelled 3-D diagrams, along with many black-and-white photographs. Safety tips are addressed throughout this comprehensive book. Included are a table of contents, a glossary, and an index.
**Suggested Use:** General; Survey Course - Secondary Level

**Automotive Technology: A Systems Approach. 3rd ed.** (Print-Non-Fiction). Erjavec, Jack. Delmar Publications (NEL), 2000. 1343 p. ISBN 0-7668-0673-1 ($83.50 hdc.).

This is a comprehensive guide to the service and repair of modern automobiles. Each of the nine sections focuses on a specific automotive system. The chapters in each section describe the various subsystems and individual components. This updated edition reflects the changes in the automotive industry (e.g., antilock brake systems, use of electronic controls and air bags). Useful features of the text include photo sequences, a colour insert, case studies, key terms and care tips for the customer. Numerous black-and-white photographs and well-labelled drawings enhance the text. This book includes a table of contents, a glossary and an index.
**Suggested Use:** General

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts courses.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at the following address: http://www.blueprint4life.ca.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Career Options for Women Series** (Video). Please refer to the title: *Automotive.*

**Computer Systems Series** (Video). Meridian Education Corporation (MCI), 1999. Order numbers follow. ($139.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Automotive Computer System Operation* (33 min.) | Order no. 700246 |

| | |
|---|---|
| *Automotive Computer System Service* (28 min.) | Order no. 700247 |
| *Computer On-Board Diagnosis* (18 min.) | Order no. 700244 |
| *Scanning Automotive Computer Problems* (39 min.) | Order no. 700245 |
| Complete Series (set of 4 videos) | No order number is required. ($499.00). |

These four videos provide a good overview of the importance of computer systems in today's cars. Computer generated art work is used to help explain the concepts being discussed. The capabilities of the systems are demonstrated as the systems are used to detect many problems–from misfiring cylinders and bad injectors to wiring problems.
**Suggested Use:** Electrical Systems; Service and Maintenance

**Construction Safety Training System** (CD-ROM). Saskatchewan Construction Safety Association (SKSA), 1999. ($FREE).

(SK) This is an excellent software package designed to encourage greater safety awareness in the construction industry. The topic, the use of interactive video and the excellent production values make this program suitable for senior high school students. Twelve areas of safety are covered - from the law at work to protective equipment, workplace hazards, machinery and WHMIS. Each section has several lessons that encourage students to learn the new concepts through the use of interactive video. Following the study component students can check their progress and then test their learning using the same program. One hundred percent accuracy of the 12 lessons is required to obtain a one-year safety certification from the Saskatchewan Construction Safety Association. The program is very flexible and teachers can choose to use just one of the modules, such as WHMIS, or all twelve. Although the program can be used for independent study, it best serves students when implemented as a teaching tool. The video can be paused at any point for discussion and further explanation. The program is available free to schools by contacting the Saskatchewan Construction Safety Association. This organization can also provide information regarding training options.
**Suggested Use:** Safety
**Other Use:** Agriculture; Autobody; Construction and Carpentry; Electrical and Electronics; Energy and Mines; Forestry Studies Studies; Horticulture; Machining; Welding

**Diesel Mechanics. 4th ed.** (Print-Non-Fiction). Schulz, Erich J. and Evridge, Ben L. Glencoe/McGraw Hill (MHR), 1999. 608 p. ISBN 0-02-803462-7 ($108.95 pbk.). Workbook - ISBN 0-02-803463-5 ($46.95 pbk.).

Using a hands-on approach, this resource provides a good overview of diesel mechanics. Diagnosis, repair and maintenance are all covered in this well-illustrated resource. Each chapter begins with objectives and finishes with a chapter review. The use of an expanded table of contents assists in locating the relevant information easily. An index and a glossary are included.
**Suggested Use:** General

**Diesel Technology: Fundamentals, Service, Repair** (Print-Non-Fiction). Norman, Andrew, Corinchock, John "Drew" and Scharff, Robert. Goodheart-Willcox Publisher (NEL), 2001. 672 p. ISBN 1-56637-733-1 ($88.95 hdc.).

Designed as a comprehensive text in the field of diesel technology, this resource is ideal for the beginning student. An introduction to the principles of diesel operation is given, as are sections on safety and proper tools. The bulk of the book looks at the "construction, operation, service and repair of diesel engines." The latest information is given about control computers, fuel management and emissions control systems. The expanded table of contents, excellent photographs and drawings, objectives and review questions all serve to make the

resource very student friendly. An index and a glossary are included.
**Suggested Use:** General; Teacher Reference

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

(SK) Effective case studies are used to reinforce the importance of safety in the workplace. The stories of several Saskatchewan young people, who have been injured or killed on the job, are an effective backdrop to the rights and responsibilities students have in the workplace. Each case study has been re-enacted and includes interviews with the students who were injured or the parents of the young workers who died.

This video was distributed to all Middle and Secondary Levl schools in September 2003. It was also distributed to participants of the *Ready for Work* workshops. Additional copies can be obtained from Media Group.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

(CAN) As more and more young people start their first jobs, the rate of accidents and deaths is rapidly rising. This program features interviews with the parents of several teens who were killed or seriously injured shortly after starting their jobs. The need to ask questions related to safety before starting a job is stressed as are the rights and responsibilities of the employer and the employee. This is an effective video that reinforces a strong safety message.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the *Toolkit* can be obtained online at http://www.conferenceboard.ca/nbec/toolkit/htm.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work** (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations.

Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that takes place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Human Resources Development Canada's website at http://www15.hrdc-drhc.gc.ca/english/es.asp provides further information.
**Suggested Use:** Career Development; Work

Study; Teacher Reference
**Other Use:** All PAA Curricula

**The Essentials of Fire Fighting Series** (Video). Please refer to the title: *Portable Extinguishers.*

**Eye Protection: The Humorous Approach** (Video). Programme Safety (PSA), 1992. 14 min. No order number is required. ($185.00).

While humour and eye injuries certainly do not go together, this video takes a different approach in getting across the seriousness of the issue. What may appear as obvious safety precautions are often overlooked. The video takes a detailed look at how injuries to the eye occur in several industrial situations. Techniques that are needed to avoid these accidents are discussed, as are procedures to follow if an eye accident occurs.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction; Welding

**The Future Is Wide Open: Take a Closer Look at Auto Repair and Service** (Kit). Canadian Automotive Repair and Service Council (CARS), 2001. No order number is required. ($41.50).

(CAN) This kit contains a number of resources.

A booklet, *Industry Presentation Guide*, suggests methods of presenting information about the industry to various audiences.

A poster illustrates four different jobs in the industry. An *educator's guide*, provides teachers with suggestions for practical activities to get students involved in selected aspects of the industry.

A 127-page coil bound book, *Reference Guide to Career Opportunities*, profiles real-life workers in the industry and provides relevant information about their jobs. It also offers a list of colleges from across Canada.

A CD, *The Future Is Wide Open*, offers additional information about career planning and opportunities and provides a number of links to related Internet sites.

This kit was sent to all high schools in the fall of 2002.
**Suggested Use:** Career Development
**Other Use:** Autobody; Career and Work Exploration

**Great Jobs/Solid Futures** (Kit). Canadian Equipment Industry Training Committee (CEIT), 2000. No order number is required. ($FREE).

(CAN) Although this kit is fairly specialized in its focus on careers in the heavy equipment field, it can give students a greater understanding to the wide variety of careers that are available to them. It also stresses the skills that are needed to work in the Canada's heavy equipment industry.

The kit includes a CD-ROM, a video, fact sheets and brochures.

There is also an interactive website connected to this resource at www.solidfutures.org.
**Suggested Use:** Career Development

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in the practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on-the-job, and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Guide for New Workers: Counsellor/ Classroom Edition** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities.

New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and pertinent services. The format allows for photocopying in whole or in part for instructional use.
**Suggested Use:** Career Development; Work Study; Teacher Reference
**Other Use:** All PAA Curricula

**Heating and Air Conditioning Series** (Video). Meridian Education Corporation (MCI), 1999. 39 min. Order numbers follow. ($139.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Heating and Air Conditioning Diagnosis* | Order no. 700248 |
| *Heating and Air Conditioning Operation* | Order no. 700049. |

Basic facts and procedures about automotive air conditioning and heating systems are covered in these videos. Live-action video and computer graphics are used to demonstrate how to inspect, troubleshoot and analyze symptoms and problems.
**Suggested Use:** Electrical Systems; Service and Maintenance

**High School to Apprenticeship: A Link to the Future 2003: Handbook for High School Administrators and Guidance Counsellors** (Print-Non-Fiction). Saskatchewan Apprenticeship & Trade Certification Commission (SATC), 2003. 126 p. No order number is required. ($FREE pbk.).

(SK) This booklet provides an overview of the apprenticeship program in Saskatchewan and the connection it has to several high school programs. It is an essential resource for teachers who may have students who are preparing for a career in a designated trade. Each of the designated trades in Saskatchewan is listed and details are given about entrance requirements and training.

This evaluation was based on the 2003 edition. Please contact Saskatchewan Apprenticeship and Trade Certification for the latest information.
**Suggested Use:** Career Development; Work Study
**Other Use:** All PAA Curricula

**Hillier's Fundamentals of Automotive Electronics. 2nd ed.** (Print-Non-Fiction). Hillier, V. A. W. Nelson Thornes Publishers (BHU), 1996. 408 p. ISBN 0-7487-2695-0 ($49.95 pbk.).

As the automotive industry moves rapidly towards replacing more and more mechanical devices with electronic components, it has become even more important for students to understand electronic vehicle control systems. Divided into two parts, the book looks at principles and applications. In the principles section, the text looks at semiconductors, transistors, sensors and actuators. The applications section looks at areas such as vehicle circuits, engine fuelling, instrumentation, heating and cooling, wheel control and entertainment systems. Drawings, photographs and charts help to illustrate the areas being discussed. An index is included.
**Suggested Use:** Electrical Systems

**Jobs With a Future: Careers in the Automotive Industry** (Kit). Automotive Parts Manufacturers' Association (APMA), 1999. No order number is required. ($FREE).

(CAN) Included in this kit is a CD-ROM, video and supporting print material. The short video within this kit uses music video techniques to appeal to high school students as they think about what path to follow for their careers. The examples that are used in the video are from the automotive industry, but the principles of how to choose a career path are universal in application. This is an excellent video that will generate much discussion around choosing a career path.

The CD-ROM, *Making It*, allows students to examine various automotive careers in depth.
**Suggested Use:** Career Development

**Manual Handling** (Video). Safetycare Inc. (SCI ), n.d. 10 min. ($220.00).

Manual handling is the movement of items by human energy. If movement is not done properly, serious injury can result. This video shows the types of injuries that can occur, how to move and lift items properly and how to avoid being injured.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Horticulture; Machining; Upholstery; Welding

**Manual Transmissions and Transaxles. 3rd ed.** (Print-Non-Fiction). Erjavec, Jack. (Today's Technician Series). Delmar Publications (NEL), 2002. 285 p. ISBN 0-7668-2104-8 ($85.00 pbk.).

Intended for beginners, these clearly written manuals provide students with a good foundation in the fundamentals of manual transmissions and transaxles. The chapters provide information on safety, drive train theory, clutches, front drive axles, drive shafts and more. The side margins include definitions, tools lists and common trade jargon. The excellent diagrams and black-and-white photographs make these useful resources for teachers and students. The two manuals are designed to be used together with corresponding chapters and content. Both resources include a table of contents, a glossary and an index.
**Suggested Use:** Clutch, Manual Transmissions, and Transfer Case; Drivelines and Differentials

**Modern Automotive Technology** (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher (GAG), 2000. 1566 p. ISBN 1-56637-610-6 ($104.50 hdc.).

This complete resource provides easy-to-understand, up-to-date information on the construction, operation, diagnosis, service and repair of late-model automobiles and light trucks. Organized using a building block approach, it begins with the fundamental principles of systems operation and then progresses to complex diagnostic service procedures. Each of the 79 chapters begins with a list of learning objectives. The chapters conclude with a summary, a list of terms, review questions and activities that emphasize math and communication skills. Special colour-coded notices, along with hundreds of coloured diagrams and photographs are used throughout the text. This excellent resource includes a table of contents, a glossary and an index.
**Suggested Use:** General; Survey Course - Secondary Level

**Motor Automotive Technology. 3rd ed.** (Print-Non-Fiction). Schwaller, Anthony E. Delmar Publications (NEL), 1999. 1056 p. ISBN 0-8273-8354-1 ($90.50 hdc.). Instructor's Guide - ISBN 0-8273-8355-X ($42.50 pbk.). Motor Reference Guide - ISBN 0-8273-8377-0 ($42.00 pbk.).

*Motor Automotive Technology* is a basic resource designed to help students attain the necessary understanding of automotive principles. The following essential information is explained for each automotive system: scientific principles, theory of operation, safety considerations, diagnosis, troubleshooting and repair. The content is divided into eight sections and 55 chapters. Each chapter contains a number of useful learning aids (e.g., objectives, safety checklist, automotive linkages to other areas of study and car clinics). Black-and-white photographs and diagrams are used throughout this comprehensive resource. The text includes a table of contents, a glossary and an index. A colour insert of 125 parts is included.

The instructor's guide contains answers for review questions in the text and over 60 transparency masters.
**Suggested Use:** General; Survey Course - Secondary Level

**Moving Online...More *Ready for Work* Resources** (CD-ROM). Saskatchewan Labour - Prevention Services Branch (SWL), 2003. No order number is required. ($FREE).

(SK) This CD contains a wealth of resources - electronic quizzes, PowerPoint presentations, learning activities, checklists and guides - that supplement the *Ready for Work* resource binder. By using this resource, teachers can provide students with important information about health, safety and labour standards that will help them make a positive transition from school to work. The program is designed to work with Windows 95 or higher and Internet Explorer.

The CD will be part of the *Ready for Work* binder as of September 2003. Individual copies are available from Saskatchewan Labour.
**Suggested Use:** Safety; Work Study
**Other Use:** All PAA Curricula

**Outboard Engines: Maintenance, Troubleshooting, and Repair** (Print-Non-Fiction). Sherman, Edwin R. McGraw-Hill Ryerson Limited (MHR), 1997. 132 p. ISBN 0-07-057856-7 ($21.71 hdc.).

This resource is intended to fill the gap between owners' manuals and professional shop manuals. Students will be able to gain a good understanding of the basic principles and techniques for two- and four-stroke engines. The emphases are on maintenance and troubleshooting. The clear concise text, excellent photographs, additional drawings and the expanded table of contents all serve to make the resource very user friendly. In areas where outboard motors are used in the small engines module, this resource will prove to be very useful. An index is included.
**Suggested Use:** Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

**Personal Protective Equipment** (Video). (Safety Care Series). Safetycare Inc. (SCI), 1995. 20 min. No order number is required. ($220.00).

This video presents a detailed look at the many different pieces of safety equipment that are needed when working in industry. The main areas of concern are the eyes, head, hands and feet. Although the video is aimed for use in factories, it does have excellent ties to classroom use.
**Suggested Use:** Safety
**Other Use:** Autobody; Construction and Carpentry; Electrical and Electronics; Machining; Welding

**Portable Extinguishers** (Video). (The Essentials of Fire Fighting Series). Action Training Systems (ATR), 1993. 18 min. Order no. VE107 ($140.00 U.S.).

This program presents the different types of fire extinguishers and how to use them correctly. It examines the rating system for extinguishers, shows the operating instructions for portable extinguishers, describes the types and use of hand-held extinguishers, and demonstrates inspection techniques.
**Suggested Use:** Safety
**Other Use:** Agriculture Studies; Autobody; Commercial Cooking; Construction and Carpentry; Cosmetology; Driver Education; Electrical and Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Theatre Arts; Upholstery; Welding

**Practical Problems in Mathematics for Automotive Technicians. 5th ed.** (Print-Non-Fiction). Sformo, Todd and Sformo, Larry. Delmar Publications (NEL), 1997. 231 p. ISBN 0-8273-7944-7 ($30.00 pbk.).

If teachers have run into the problem of students not knowing the basic math needed to do automotive work, this resource could help. Set up in a workbook fashion, mathematical areas such as fractions, whole numbers, percentage, measurement and formulas are discussed in terms of automotive examples. Drawings and tables help to

illustrate the question and problem being addressed. This would be an ideal resource to use as a supplement to, or change from, the automotive work.
**Suggested Use:** General; Survey Course - Middle Level; Survey Course - Secondary Level

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive, in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
**Suggested Use:** Safety; Work Study

**Ready for Work Series** (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

**Repair Manual for Intek V-Twin Cylinder OHV Engines** (Print-Non-Fiction). Briggs & Stratton Canada Inc. (BST), 1998. 112 p. Order no. 273521 ($23.51 pbk.).

(CAN) If this type of engine is part of the small engine repair module, the Briggs & Stratton guide will be an ideal resource to use. Using step-by-step instructions and concise text, the book covers everything from how to change the oil to complete engine disassembly and assembly. Precise line drawings accompany each stage of the repair being discussed. There is also a section on safety and tools.
**Suggested Use:** Small Engines

**Safety Care Series** (Video). Safetycare Inc. (SCI). No order number is required. ($180.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Eye Safety* | (1989, 10 min.) |
| *Foot Safety* | (1990, 13 min.) |
| *Hand Safety* | (1989, 13 min.). |

These videos take a specialized look at the hazards that exist for the eye, hand and foot. In addition to discussing the hazards that can result in injuries, each of the videos also discusses the control measures necessary to reduce these injuries.

Although they have been produced for use by companies, these programs are of value in the classroom situation.
**Suggested Use:** Safety
**Other Use:** Autobody; Commercial Cooking; Construction; Electrical and Electronics; Upholstery; Welding

**Safety Care Series** (Video). Please refer to the titles: *Personal Protective Equipment* and *Understanding Hazards and Risks.*

**Safety First: Auto Shop Safety** (Video). (Safety First Series). Cambridge Educational (MCI), 1995. 45 min. Order no. 010098-61 ($119.00).

This program begins by covering the general aspects of safety for any shop. Those aspects include proper clothing, eye and ear protection and attitudes. In terms of auto

shop safety, the program concentrates on the use of hydraulic jacks, recharging and disposing of batteries, cleaning oil spills and fire prevention. In addition, there is a step-by-step look at how best to pull a car into a shop.
**Suggested Use:** Safety

**Safety First Series** (Video). Please refer to the title: *Safety First: Auto Shop Safety.*

**Single Cylinder "L" Head Repair Manual** (Print-Non-Fiction). Briggs & Stratton Canada Inc. (BST), 1999. 328 p. Order no. 270962 ($26.57 pbk.).

(CAN) This repair manual is an excellent choice for classes that are working on these types of small engines from Briggs & Stratton. The repair process for ignition systems, carburetors, governors, starters, crankshafts and other areas is covered in great detail. The use of many drawings and tables helps the student understand each step of the repair process.
**Suggested Use:** Small Engines

**Small Engine Technology. 2nd ed.** (Print-Non-Fiction). Schuster, William A. Delmar Publications (NEL), 1998. 421 p. ISBN 0-8273-7699-5 ($86.95 hdc.). ISBN 0-8273-7778-9 ($75.95 pbk.).

This resource provides an in-depth look at small air-cooled engine technology. The most common engines are included in the book with emphasis on the teardown and assembly of the small Briggs & Stratton 3.5 horsepower engine. Each chapter contains many black-and-white photographs and diagrams. This resource includes a table of contents, a glossary and an expanded index.
**Suggested Use:** Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

**Small Engines** (Print-Non-Fiction). Radcliff, R. Bruce. American Technical Pubs., Inc. (NEL), 1997. 318 p. ISBN 0-82690-008-9 ($86.95 hdc.).

This is an excellent resource for information on the understanding and repair of the various systems in a small engine. Following a general introduction to small engines, the rest of the text looks at systems such as compression, fuel, governor, cooling and troubleshooting. While it is fairly specific to Briggs & Stratton, there is enough general information that is transferable to other small engines. Colour photographs, drawings, tables and several appendixes add to the usefulness of the book. An index and a glossary are included.
**Suggested Use:** Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

**Small Engines Series I** (Video). TV Ontario **(MGR)**, 1992. 13-15 min. Order numbers follow.

(CAN) Recommended titles in this series include the following:

| | |
|---|---|
| *The Basics* | V9150 |
| *Completing the Reassembly* | V9154 |
| *Engine Disassembly* | V9152 |
| *Engine Reassembly* | V9153 |
| *Four-Stroke Engine Operation* | V9151 |
| *Maintenance and Storage* | V9159 |
| *Mechanical Science* | V9155 |
| *Systems Diagnosis 1 (Fuel System)* | V9156 |
| *Systems Diagnosis 2 (Ignition System)* | V9157 |
| *Systems Diagnosis 3 (Compression System).* | V9158. |

Each of these short videos offers excellent information concerning small engines, in particular disassembly, reassembly and basic trouble shooting.
**Suggested Use:** Small Engines, Survey Course - Secondary Level

**Small Engines Series II** (Video). TV Ontario **(MGR)**, 1992. 14 min. Order numbers follow.

(CAN) Recommended titles in this series include the following:

| | |
|---|---|
| *All-Terrain Vehicles* | V9167 |

| | |
|---|---|
| *Chain Saws* | V9168 |
| *Outboard Motors* | V9166 |
| *Servicing and Storing Two-Stroke Engines* | V9164 |
| *Snowmobiles* | V9165 |
| *Two-Stroke Engine Assembly* | V9162 |
| *Two-Stroke Engine Disassembly* | V9161 |
| *Two-Stroke Engine Operation* | V9160 |
| *Two-Stroke Engine Troubleshooting* | V9163 |
| *Water Pumps and Generators* | V9169. |

The emphasis is on two-stroke engines in this second installment to the series. In addition to programs dealing with assembly and disassembly, the engines used in outboard motors, snowmobiles and chain saws are profiled.
**Suggested Use:** Small Engines, Survey Course - Secondary Level

**Small Gas Engine Series** (Video). Meridian Education Corporation (MCI), 1995. Order numbers follow. ($145.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *Small Gas Engine: Construction & Operation* | Order no. 700015 |
| *Small Gas Engine: Disassembly* | Order no. 700017 |
| *Small Gas Engine: Inspection, Measurement & Cleaning* | Order no. 700018 |
| *Small Gas Engine Reassembly* | Order no. 700019 |
| *Small Gas Engine Troubleshooting, Tune-up* | Order no. 700016 |
| Set of 5 videos | No order number is required. ($679.00). |

Each video in this five-part series takes a detailed and step-by-step look at the operation, tune up, disassembly, cleaning and reassembly of two- and four-stroke engines. A narrator discusses the key areas, which are illustrated by a combination of live action and computer graphics. This is a good teaching tool to use with the small engines module.
**Suggested Use:** Small Engines

**Small Gas Engines: Fundamentals, Service, Troubleshooting, Repair, Applications** (Print-Non-Fiction). Roth, Alfred C. Goodheart-Willcox Publisher (NEL), 2000. 512 p. ISBN 1-56637-574-6 ($74.95 hdc.).

*Small Gas Engines* provides practical information about small gas engine theory, construction, operation, lubrication, service, maintenance, rebuilding and repair. Detailed information is provided on one-, two-, and three-cylinder; two- and four-cycle gasoline engines. The use of colour-coded icons, rules, and notes makes this a useful resource for students and teachers. New chapters have been added on lawn and garden tractors, snow blowers and personal watercraft. The coloured photographs and diagrams enhance the easy-to-follow text. This book includes a table of contents, a glossary and an index.
**Suggested Use:** Small Engines; Survey Course - Middle Level; Survey Course - Secondary Level

**Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials** (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
**Suggested Use:** Career Development; Teacher Reference; Work Study
**Other Use:** All PAA Curricula

**Today's Technician Series** (Print-Non-Fiction). Please refer to the title: *Manual Transmissions and Transaxles.*

**Understanding Hazards and Risks** (Video). (Safety Care Series). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to safety in the workplace, the concept of safety in society as a whole is also addressed.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Understanding the Outboard Motor. 2nd ed.** (Print-Non-Fiction). Stagner, Eugene W. Prentice Hall Inc. (PRN), 1999. 563 p. ISBN 0-13-861980-8 ($125.95 hdc.).

If teachers are looking for detailed and comprehensive information about outboard motors, this will be the resource to use. Virtually all areas of two- and four-stroke motors are covered in this well-illustrated text. Systems such as the powerhead, electronics, fuel, trim and tilt, and ignition are all covered. There is also a good section on safety. A glossary and an index are included.
**Suggested Use:** Small Engines;Teacher Reference

**W5 Series** (Video). Please refer to the title: *Dying to Work.*

**WHMIS** (Video). Safetycare Inc. (SCI ), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials is stressed as is recognizing the labels that are used.
**Suggested Use:** Safety
**Other Use:** All PAA Curricula

**Working Safely in the Automotive Shop Series** (Video). Bergwall Productions (MCI), 1997. Order numbers follow. ($99.00).

Recommended titles in this series include the following:

| | |
|---|---|
| *General Safety Practices* (17 min.) | Order no. 950008 |
| *Working Safely Under the Car* (18 min.) | Order no. 950009. |

Safe shop practices should be a constant concern to students. These two videos will help increase that concern and awareness. General safety practices such as proper clothing, shop organization and the safe use of tools is stressed in the first video.

The second video examines some specific safety issues such as the removal and repair of a tire and the cleaning wheel bearings using a solvent tank.
**Suggested Use:** Safety
**Other Use:** Autobody

# Out of Print but Still Useful Resources

Please note that the following title is currently out of print, but may be found in school libraries.

**Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels** (Print-Non-Fiction). SIAST Woodland Campus, 1998. unp. No order number is required.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
**Suggested Use:** Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
**Other Use:** All PAA Curricula

# Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based Learning in Mechanical and Automotive. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of this bibliography for other recommended titles in the area of careers and work-study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other mechanical and automotive resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

**Auto Diagnosis, Service, and Repair** (Print-Non-Fiction). Stockel, Martin T., Stockel, Martin W. and Johanson, Chris. Goodheart-Willcox Publishers (NEL), 2003. 1024 p. ISBN 1-56637-910-5 ($99.95 hdc.). Workbook - ISBN 1-56637-911-3. ($25.95 pbk.).

**Auto Electricity and Electronics Technology** (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher (NEL), 1998. 574 p. ISBN 1-56637-441-3 ($81.95 pbk.).

**Auto Fundamentals: How and Why of the Design, Construction, and Operation of Automobiles: Applicable to All Makes and Models** (Print-Non-Fiction). Stockel, Martin T., Stockel, Martin W. and Johanson, Chris. Goodheart-Willcox Publisher (NEL), 2000. 607 p. ISBN 1-56637-577-0 ($82.95 hdc.). Workbook - ISBN 1-56637-578-9 (23.95 pbk.). Instructor's Manual - ISBN 1-56637-579-7 ($73.95 pbk.).

**Auto Repair for Dummies** (Print-Non-Fiction). Sclar, Deanna. IDG Books Worldwide, Inc. (WIL), 1999. 567 p. ISBN 0-7645-5089-6 ($27.99 pbk.).

**Automotive Excellence: Volumes 1 and 2** (Print-Non-Fiction). Glencoe/McGraw Hill (MHR), 2000. 588 p. Volume 1 - ISBN 0-02-831363-1 ($79.95 hdc.) Volume 2 - ISBN 0-02-831364-X ($78.16 hdc.).

**Automotive Technology: A Systems Approach. 3rd ed.** (Print-Non-Fiction). Erjavec, Jack. Delmar Publications (NEL), 2000. 1343 p. ISBN 0-7668-0673-1 ($83.50 hdc.).

**Blueprint for Life/Work Designs. Rev. ed.** (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($25.00 binder).

**Employability Skills Toolkit for the Self-Managing Learner** (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

**Guide for New Workers** (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

**Modern Automotive Technology** (Print-Non-Fiction). Duffy, James E. Goodheart-Willcox Publisher (NEL), 2000. 1566 p. ISBN 1-56637-610-6 ($104.50 hdc.).

**Motor Automotive Technology. 3rd ed.** (Print-Non-Fiction). Schwaller, Anthony E. Delmar Publications (NEL), 1999. 1056 p.

ISBN 0-8273-8354-1 ($90.50 hdc.). Instructor's Guide - ISBN 0-8273-8355-X ($42.50 pbk.). Motor Reference Guide - ISBN 0-8273-8377-0 ($42.00 pbk.).

**Outboard Engines: Maintenance, Troubleshooting, and Repair** (Print-Non-Fiction). Sherman, Edwin R. McGraw-Hill Ryerson Limited (MHR), 1997. 132 p. ISBN 0-07-057856-7 ($21.71 hdc.).

**Ready for Work** (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE).

**Small Engines** (Print-Non-Fiction). Radcliff, R. Bruce. American Technical Pubs., Inc. (NEL), 1997. 318 p. ISBN 0-82690-008-9 ($86.95 hdc.).

**Small Gas Engines: Fundamentals, Service, Troubleshooting, Repair, Applications** (Print-Non-Fiction). Roth, Alfred C. Goodheart-Willcox Publisher (NEL), 2000. 512 p. ISBN 1-56637-574-6 ($74.95 hdc.).

# Titles Available From Media Group Educational Video Duplication Service

2710 Millar Ave
SASKATOON SK S7K 4J4
(306) 933-4212
Toll Free: 888-682-8808
Fax: (306) 933-3183
Toll-Free Fax: (877) 444-3354
E-mail: vidlib@mg.sk.ca
NETSITE: http://www.sasked.gov.sk.ca/video

Saskatchewan Learning's educational video programs are duplicated by Media Group, a full-service video production and post-production company in Saskatoon.

Many of the videos that support this curriculum can be obtained from Media Group for a nominal fee. Schools are responsible for postage, a duplication fee of $1.00 per title, blank tapes and applicable taxes. Please consult your latest catalogue for the procedures to order these titles:

**America Brakes for Safety** (Video). ABS Education Alliance **(MGR)**, 1998. 7 min. Dup. order no. V503. Teacher's Guide - Order no. G503 ($24.00 loose-leaf).

**Automotive** (Video). (Career Options for Women Series). Third Wave Communications Inc. **(MGR)**, 1999. 24 min. Dup. order no. V6843. Teacher's Guide for series - Order no. G6843 ($4.90 loose-leaf).

**Don't Risk Your Life** (Video). Saskatchewan Labour **(MGR)**, 2003. 15 min. Dup. order no. V2238. Teacher's Guide - Order no. G2238 ($FREE booklet).

**Dying to Work** (Video). (W5 Series). CTV Television Network Ltd. **(MGR)**, 2000. 19 min. Dup. order no. V638.

**Small Engines Series I** (Video). TV Ontario **(MGR)**, 1992. 13-15 min. Order numbers follow.

Recommended titles in this series include the following:

| | |
|---|---|
| *The Basics* | V9150 |
| *Completing the Reassembly* | V9154 |
| *Engine Disassembly* | V9152 |
| *Engine Reassembly* | V9153 |
| *Four-Stroke Engine Operation* | V9151 |
| *Maintenance and Storage* | V9159 |
| *Mechanical Science* | V9155 |
| *Systems Diagnosis 1 (Fuel System)* | V9156 |
| *Systems Diagnosis 2 (Ignition System)* | V9157 |
| *Systems Diagnosis 3 (Compression System)* | V9158. |

**Small Engines Series II** (Video). TV Ontario **(MGR)**, 1992. 14 min. Order numbers follow.

Recommended titles in this series include the following:

| | |
|---|---|
| *All-Terrain Vehicles* | V9167 |
| *Chain Saws* | V9168 |
| *Outboard Motors* | V9166 |
| *Servicing and Storing Two-Stroke Engines* | V9164 |
| *Snowmobiles* | V9165 |
| *Two-Stroke Engine Assembly* | V9162 |
| *Two-Stroke Engine Disassembly* | V9161 |
| *Two-Stroke Engine Operation* | V9160 |
| *Two-Stroke Engine Troubleshooting* | V9163 |
| *Water Pumps and Generators* | V9169. |

# Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on August 20, 2003.

Internet sites that have been formally evaluated and linked to curriculum objectives can be viewed by selecting the **Database of Websites** found on the **Evergreen Curriculum Resources** page at

http://www.sasked.gov.sk.ca/docs/resources_main.html.

*Authentic Workplace Materials*
http://www15.hrdc-drhc.gc.ca/awm/default.asp

*AutoDigest.com*
http://www.autodigest.com/

*Automobile Magazine*
http://www.automobilemag.com/

*Automotive Body Repair News*
http://www.abrn.com/

*Automotive Learning On-Line*
http://www.innerauto.com/default.htm

*AutoSite*
http://www.autosite.com

*AutoSite - Maintenance*
http://www.autosite.com/garage/garmenu.asp

*Better Business Bureau: Auto Repair and Services*
http://www.bbb.org/library/autorepair0999.asp

*BluePrint for Life/Work Designs*
http://www.blueprint4life.ca

*Briggs and Stratton*
http://www.briggsandstratton.com/

*Car and Driver.com*
http://caranddriver.com/

*Career Awareness*
http://www.hrdc.gc.ca/career

*Essential Skills: Skills for Life Learning and Work*
http://www15.hrdc-drhc.gc.ca/english/es.asp

*GreenLink: Helping Automotive Professionals Save Time Time and Protect the Environment*
http://www.ccar-greenlink.org/

*Human Resources Development Canada*
http://www.hrdc.gc.ca/common/home.shtml

*Motor*
http://www.motor.com/

*Motor Trend Online*
http://www.motortrend.com/

*MotorAge Online*
http://www.motorage.com/

*National Life/Work Centre*
http://www.lifework.ca/home.htm

*National Occupational Classification (NOC)*
http://www23.hrdc-drhc.gc.ca/

*Popular Mechanics*
http://popularmechanics.com/

*Ready for Work*
http://www.readyforwork.sk.ca

*Saskatchewan Human Rights Commission*
http://www.gov.sk.ca/shrc/

*Saskatchewan Interactive - Agriculture*
http://interactive.usask.ca/ski/agriculture/index.html

*Saskatchewan Labour*
http://www.labour.gov.sk.ca/

*Saskatchewan Labour - Health and Safety Video Catalogue*
http://www.labour.gov.sk.ca/safety/video/

*Saskatchewan Workers' Compensation Board*
http://www.wcbsask.com/

*SaskNetWork Site*
http://www.sasknetwork.gov.sk.ca

# Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

### Automotive Technology

Auto Fundamentals: How and Why

### Brake Systems

America Brakes for Safety

### Career Development

Automotive
Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
The Future Is Wide Open: Take a Closer Look
Great Jobs/Solid Futures
Guide for New Workers
Guide for New Workers: Counsellor
High School to Apprenticeship: A Link to
Jobs With a Future: Careers in the
Step Into the World of Workplace Learning: A

### Clutch, Manual Transmissions, and Transfer Case

Manual Transmissions and Transaxles

### Drivelines and Differentials

Manual Transmissions and Transaxles

### Electrical Systems

Auto Electricity and Electronics
Computer Systems Series
Heating and Air Conditioning Series
Hillier's Fundamentals of Automotive

### Engines

Auto Engines Technology: Principles

### General

Auto Diagnosis, Service, and Repair
Automotive Encyclopedia: Fundamental
Auto Fundamentals: How and Why
Automotive Excellence: Volumes 1 and 2
Automotive Mechanics
Automotive Technology: A Systems
Diesel Mechanics
Diesel Technology: Fundamentals, Service
Modern Automotive Technology
Motor Automotive Technology
Practical Problems in Mathematics for

### Safety

Construction Safety Training System
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Manual Handling
Moving Online…More *Ready for Work*
Personal Protective Equipment
Portable Extinguishers
Ready for Work
Safety Care Series
Safety First: Auto Shop Safety
Understanding Hazards and Risks
WHMIS
Working Safely in the Automotive Shop

### Service and Maintenance

Auto Repair for Dummies
Computer Systems Series
Heating and Air Conditioning Series

### Small Engines

Outboard Engines: Maintenance
Repair Manual for Intek V-Twin Cylinder
Single Cylinder "L" Head Repair Manual
Small Engine Technology
Small Engines
Small Engines Series I
Small Engines Series II

Small Gas Engine Series
Small Gas Engines: Fundamentals, Service
Understanding the Outboard Motor

### Survey Course - Middle Level

Auto Repair for Dummies
Helping Solve the **(Out of Print Section)**
Outboard Engines: Maintenance
Practical Problems in Mathematics for
Small Engine Technology
Small Engines
Small Gas Engines: Fundamentals, Service

### Survey Course - Secondary Level

Auto Fundamentals: How and Why
Auto Repair for Dummies
Automotive Excellence: Volumes 1 and 2
Automotive Mechanics
Helping Solve the **(Out of Print Section)**
Modern Automotive Technology
Motor Automotive Technology
Outboard Engines: Maintenance
Practical Problems in Mathematics for
Small Engine Technology
Small Engines
Small Engines Series I
Small Engines Series II
Small Gas Engines: Fundamentals, Service

### Teacher Reference

Blueprint for Life/Work Designs
Diesel Technology: Fundamentals, Service
Essential Skills/Compétences Essentielles
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning: A
Understanding the Outboard Motor

### Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit for the Self
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Moving Online...More *Ready for Work*
Ready for Work
Step Into the World of Workplace Learning: A

# Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

## CD-ROM

Construction Safety Training System
Essential Skills/Compétences Essentielles
Moving Online…More *Ready for Work*

## Kit

The Future Is Wide Open: Take a Closer Look
Great Jobs/Solid Futures
Jobs With a Future: Careers in the
Ready for Work

## Print-Non-Fiction

Auto Diagnosis, Service, and Repair
Auto Electricity and Electronics
Auto Engines Technology: Principles
Auto Fundamentals: How and Why of the
Auto Repair for Dummies
Automotive Encyclopedia: Fundamental
Automotive Excellence: Volumes 1 and 2
Automotive Mechanics
Automotive Technology: A Systems
Blueprint for Life/Work Designs
Diesel Mechanics
Diesel Technology: Fundamentals, Service
Employability Skills Toolkit for the Self
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the **(Out of Print Section)**
High School to Apprenticeship: A Link to
Hillier's Fundamentals of Automotive
Manual Transmissions and Transaxles
Modern Automotive Technology
Motor Automotive Technology
Outboard Engines: Maintenance
Practical Problems in Mathematics for
Repair Manual for Intek V-Twin Cylinder
Single Cylinder "L" Head Repair Manual
Small Engine Technology
Small Engines
Small Gas Engines: Fundamentals, Service
Step Into the World of Workplace Learning: A
Understanding the Outboard Motor

## Video

America Brakes for Safety
Automotive
Computer Systems Series
Don't Risk Your Life
Dying to Work
Eye Protection: The Humorous Approach
Heating and Air Conditioning Series
Manual Handling
Personal Protective Equipment
Portable Extinguishers
Safety Care Series
Safety First: Auto Shop Safety
Small Engines Series I
Small Engines Series II
Small Gas Engine Series
Understanding Hazards and Risks
WHMIS
Working Safely in the Automotive Shop

# Distributor Directory

# Distributor Directory

**AAA** AAA Foundation for Traffic Safety
PO Box 1020
SEWICKLEY PA 15143
(800) 305-7233
Fax: (800) 377-8999
NETSITE: http://www.aaafts.org

**AACL** Alberta Association for Community Living
11724 Kingsway
EDMONTON AB T5G 0X5
(800) 252-7556
(403) 451-3055
Fax: (403) 453-5779
E-mail: mail@aacl.org
NETSITE: http://www.aacl.org

**AAT** Anaca Technologies Ltd.
55 Donwoods Dr
TORONTO ON M4N 2G3
(800) 965-8541
(416) 410-5010
Fax: (416) 480-0526
E-mail: ccruise@indirect.com
NETSITE: http://www.careercruising.com

**ABF** Alberta-Pacific Forest Industries Inc.
PO Box 8000
BOYLE AB T0A 0M0
(800) 661-5210
NETSITE: http://www.alpac.ca

**ABOR** Aboriginal Consulting Services
410 Ave N South
SASKATOON SK S7M 2N4
(306) 978-8118
(306) 978-8116
Fax: (306) 978-8117
E-mail: jlag@home.com

**AGCP** AGC United Learning
1560 Sherman Ave Suite 100
EVANSTON IL 60201
(800) 323-9084
(847) 328-6700
Fax: (847) 328-6706
NETSITE: http://www.unitedlearning.com

**AHBA** Alberta Home Builders' Association
10544 114th St Suite 205
EDMONTON AB T5H 3J7
(800) 465-7547
Fax: (780) 426-0128
E-mail: info@careersconstruction.com
NETSITE: http://www.careersconstruction.com

**AHR** Aboriginal Human Resource Development Council of Canada
1020 606 Spadina Cres E
SASKATOON SK S7K 3H1
(306) 956-5360
Fax: (306) 956-5361
E-mail: us@ahrdcc.com
NETSITE: http://www.ahrdcc.com

**AITC** Agriculture in the Classroom (Sask.) Program
Saskatoon Rural Service Centre
3830 Thatcher Ave
SASKATOON SK S7K 2H6
(306) 933-5224
Fax: (306) 933-7352
E-mail: info@aitc.sk.ca
NETSITE: http://www.aitc.sk.ca

**ALL** Thomas Allen & Son Limited
390 Steelcase Rd E
MARKHAM ON L3R 1G2
(905) 475-9126
(800) 387-4333
Fax: (905) 475-6747
E-mail: info@t-allen.com
NETSITE: http://www.thomas-allen.com/

**AME** AM Educational Research
6218 Ehrle Cres
REGINA SK S4X 4E8
(306) 543-9639

**AMH** Centre for Addiction and Mental Health
33 Russell St
TORONTO ON M5S 2S1
(800) 661-1111
(416) 595-6059
Fax: (416) 593-4694
E-mail: marketing@camh.net
NETSITE: http://www.camh.net

**AMI** Amherst Media, Incorporated
155 Rano St Suite 300
BUFFALO NY 14207
(716) 874-4450
(800) 622-3278
Fax: (716) 874-4508
E-mail: amherstmedia@amherstmedia.com
NETSITE: http://www.amherstmedia.com

**ANM** Andmar Press
PO Box 217
MILLS WY 82644
(877) 472-0890
Fax: (307) 472-0891
NETSITE: http://www.andmar.com/

**APC** BP Canada Energy Co.
PO Box 200
CALGARY AB T2P 2H8
(403) 233-1034

**APMA** Automotive Parts Manufacturers' Association
195 The West Mall Suite 516
TORONTO ON M9C 5K1
(416) 620-4220
Fax: (416) 620-9730
E-mail: mbouchard@apma.ca
NETSITE: http://www.apma.com

**APY** Automotive Parts & Technology
130 Belfield Rd
REXDALE ON M9W 1G1
(416) 614-0955
Fax: (416) 614-2781

**ARD** Alberta Learning Resources Distributing Centre
12360 - 142 St NW
EDMONTON AB T5L 4X9
(780) 427-5775
Fax: (780) 422-9750
NETSITE: http://www.lrdc.edc.gov.ab.ca

**ARL** Agricultural Communicators in Education, University of Florida
Building 116 Mowry Rd
PO Box 110811
GAINESVILLE FL 32611-0811
(352) 392-9588
Fax: (352) 392-7902
E-mail: ace@mail.ifas.ufl.edu
NETSITE: http://www.aceweb.org

**ARS** Arsenal Pulp Press Limited
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NETSITE: http://www.arsenalpulp.com

**ATG** Altitude Publishing
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(403) 678-6888
Fax: (403) 678-6951
E-mail: altitude@telusplanet.net
NETSITE: http://www.altitudepublishing.com

**ATR** Action Training Systems
13912 NE 20th Ave Suite 102
VANCOUVER WA 98686-1465
(800) 755-1440
(360) 571-3550
Fax: (360) 571-3554
NETSITE: http://www.action-training.com

**BAR** Barron's Educational Series
34 Armstrong Ave
GEORGETOWN ON L7G 4R9
(905) 458-5506
(800) 247-7160
Fax: (800) 887-1594
E-mail: bcox@idirect.com
NETSITE: http://www.barronseduc.com

**BCD** BC Dairy Foundation
3236 Beta Ave
BURNABY BC V5G 4K4
(800) 242-6455
(604) 294-3775
Fax: (604) 294-8199
NETSITE: http//www.bcdairyfoundation.ca

**BDB** Broderbund Software, Inc.
500 Redwood Blvd
NOVATO CA 94947
(319) 378-7319
Fax: (415) 382-4419
NETSITE: http://www.broderbund.com

**BDG** Bridges.com Inc.
7B 1404 Hunter Court
KELOWNA BC V1X 6E6
(800) 281-1168
(250) 862-8722
Fax: (888) 349-3437
E-mail: info@bridges.com
NETSITE: http://www.bridges.com

**BENT** Bentley Systems, Inc.
700 - 510 5th St SW
CALGARY AB T2P 3S2
(800) 236-8539
(403) 221-9372
NETSITE: http://www.bentley.com

**BHRC** Biotechnology Human Resource Council
420 130 Albert St
OTTAWA ON K1P 5G4
(613) 235-1402
Fax: (613) 233-7541
E-mail: info@bhrc.ca
NETSITE: http://www.bhrc.ca

**BHU** Bacon & Hughes Ltd.
81 Auriga Dr Unit 30
OTTAWA ON K2E 7Y5
(800) 563-2468
(613) 226-8136
Fax: (613) 226-8121
E-mail: bacon@storm.ca
NETSITE: http://www.baconandhughes.ca

**BHW** Better Homes and Gardens Wood Magazine
PO Box 37471
BOONE IA 50037-4471
(800) 374-9663
NETSITE: http://www.woodmagazine.com/

**BIC** Beef Information Centre
Department INT
140 West 15th St Suite 100
NORTH VANCOUVER BC V7M 1R6
(604) 985-0113
Fax: (604) 985-8284
NETSITE: http://www.cattlemen.bc.ca/bic.htm

**BIRD** Birdsong Communications
W213 2440 Broad Street
REGINA SK S4P 4A1
(306) 359-3070
Fax: (306) 525-1204
E-mail: birdsong.ltd@sk.sympatico.ca

**BMF** British Columbia Ministry of Forests
Research Program
PO Box 9519
VICTORIA BC V8W 9C2
(250) 953-3495
Fax: (250) 387-0046
NETSITE: http://www.for.gov.bc.ca/research/

**BPH** Bick Publishing House
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NETSITE: http://www.bickpubhouse.com

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NETSITE: http://www.blueskypublishing.com

**BST** Briggs & Stratton Canada Inc.
300 - 1628 Derwent Way
DELTA BC V3M 6R9
(604) 520-1294
Fax: (604) 520-1361
NETSITE: http://www.briggsandstratton.com

**BTLI** Between the Lines
720 Bathurst St Suite 404
TORONTO ON M5S 2R4
(416) 535-9914
Fax: (416) 535-1484
E-mail: btlbooks@web.net
NETSITE: http://www.btlbooks.com

**CAB** Al Brawn Consulting
13000 Kinloch Dr
COLDSTREAM BC V1B 1C2
(250) 545-9528
E-mail: abrawn@ucalgary.ca

**CAE** C.A.E. Safety Consultants Inc.
PO Box 7220
Postal Station E
CALGARY AB T3C 3M1
(403) 287-7775
(888) 220-2379
Fax: (403) 243-4628

**CAF** Canadian Apparel Federation
130 Slater St Suite 1050
OTTAWA ON K1P 6E2
(613) 567-4144
Fax: (613) 567-4147
NETSITE: http://www.apparel.ca

**CARS** Canadian Automotive Repair and Service Council
1272 Wellington St 3rd Floor
OTTAWA ON K1Y 3A7
(905) 709-1010
Fax: (905) 709-1013
E-mail: askus@cars-council.ca
NETSITE: http://www.cars-council.ca

**CBC** Canadian Broadcasting Corporation
PO Box 500 Stn A
TORONTO ON M5W 1E6
(416) 205-6384
(866) 999-3072
Fax: (416) 205-3482
E-mail: edsales@toronto.cbc.ca
NETSITE: http://www.cbc.ca

**CCA** Canadian Co-operative Association
275 Bank St Suite 400
OTTAWA ON K2P 2L6
(613) 238-6711
Fax: (613) 567-0658
E-mail: info@coopcca.com
NETSITE: http://www.coopcaa.com

**CCCM** Canada Career Consortium
66 Slater St Suite 1204
OTTAWA ON K1P 5H1
(613) 230-6223
Fax: (613) 230-7681
E-mail: cccfeedback@clfdb.ca
NETSITE: http://www.careerccc.org

**CCH** CCH Canadian Limited
90 Sheppard Ave E Suite 300
TORONTO ON M2N 6X1
(800) 268-4522
(416) 224-2224
Fax: (800) 461-4131
E-mail: customer
satisfaction@ca.cch.com
NETSITE: http://www.cch.ca

**CCRH** Canadian Council for Human
Resources in the Environment
Industry
700 4th Ave SW Suite 1450
CALGARY AB T2P 3J4
(403) 233-0748
Fax: (403) 269-9544
E-mail: info@cchrei.ca
NETSITE: http://www.cchrei.ca

**CDS** Canbook Distribution Services
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NEWMARKET ON L3Y 7B1
(800) 399-6858
(905) 713-3852
Fax: (800) 363-2665
E-mail: inquiry@canbook.com
NETSITE: http://www.canbook.com

**CEEI** Competitive Edge Enterprises Inc.
10 Kingswood Gate
GUELPH ON N1G 3S1
(888) 327-6460
Fax: (250) 862-8966
E-mail: compedge@silk.net

**CEIT** Canadian Equipment Industry
Training Committee
300 1272 Wellington St
OTTAWA ON K1Y 3A7
(613) 822-8861
Fax: (613) 822-8862
E-mail: info@caed.org
NETSITE: http://www.solidfutures.org

**CEY** CES Career Education Society
4654 Keith Rd
WEST VANCOUVER BC V7W 2M6
(250) 392-1915
Fax: (250) 392-7159
E-mail: jessiz@telus.net
NETSITE: http://www.ces.bc.ca/
default.htm

**CFAG** Canadian Federation of Agriculture
1101 - 75 Albert St
OTTAWA ON K1P 5E7
(613) 236-3633
Fax: (613) 236-5749
E-mail: cfafca@fox.nstn.ca
NETSITE: http://www.cfa-fca.ca/

**CFBM** Canadian Farm Business
Management Council
75 Albert St Suite 903
OTTAWA ON K1P 5E7
(888) 232-3262
(613) 237-9060
Fax: (613) 237-9330
NETSITE: http://www.farmcentre.com

**CFEE** Canadian Foundation for Economic
Education
110 Eglinton Ave W Suite 201
TORONTO ON M4R 1A3
(416) 968-2236
(888) 570-7610
Fax: (416) 968-0488
E-mail: mail@cfee.org
NETSITE: http://www.cfee.org

**CFR** Canadian Forestry Association
203-185 Somerset St W
OTTAWA ON K2P 0J2
(613) 232-1815
Fax: (613) 232-4210
E-mail: cfa@cyberus.ca
NETSITE: http://www.canadian
forestry.com

**CHBA** Canadian Home Builders' Association
150 Laurier Ave W Suite 500
OTTAWA ON K1P 5J4
(613) 230-3060
Fax: (613) 232-8214
E-mail: chba@chba.ca
NETSITE: http://www.chba.ca

**CHPG** Camden House Publishing
3680 Victoria Park Ave
WILLOWDALE ON M2H 3K1
(416) 499-8412
Fax: (416) 499-8313
E-mail: fireflybooks@globalserve.net

**CHRC** Cultural Human Resources Council
17 York St Suite 201
OTTAWA ON K1N 9J6
(613) 562-1535
Fax: (613) 562-2982
E-mail: info@culturalhrc.ca
NETSITE: http://www.culturalhrc.ca

**CIA** The Culinary Institute of America
Video Orders
1946 Campus Dr
HYDE PARK NY 12538-1499
(800) 888-7850
Fax: (845) 451-1066
NETSITE: http://www.ciachef.edu

**CIM** Canadian Institute of Mining,
Metallurgy & Petroleum
3400 de Maisonneuve Blvd W
Suite 1210
MONTREAL PQ H3Z 3B8
(514) 939-2710
Fax: (514) 939-2714
E-mail: geosoc@cim.org
NETSITE: http://www.cim.org

**CIRL** Canadian Institute of Resources Law
MFH 3330, Faculty of Law
University of Calgary
2500 University Dr NW
CALGARY AB T2N 1N4
(403) 220-3200
Fax: (403) 282-618[illegible]
E-mail: cirl@ucalgary.ca
NETSITE: http://www.ucalgary.ca/~cirl

**CKD** Digital Film Safari, Inc.
601 10th Ave SW Suite 5
CALGARY AB T2R 0B2
(403) 247-9820
NETSITE: http://www.members.shaw.ca/film-maker/contact.htm

**CKP** Clark Publishing
Div. of Perfection Learning Corp.
1000 North Second Ave
PO Box 500
LOGAN IA 51546-0500
(800) 831-4190
Fax: (800) 543-2745
E-mail: orders@perfectionlearning.com
NETSITE: http://www.perfectionlearning.com/clark/

**CLC** Canadian Learning Company Inc.
95 Vansittart Ave
WOODSTOCK ON N4S 5Y8
(800) 267-2977
Fax: (519) 537-1035
E-mail: info@canlearn.com
NETSITE: http://www.canlearn.com

**CMB** Cambridge Educational
PO Box 2153 Dept. DC16
CHARLESTON WV 25328-2153
(800) 468-4227
Fax: (800) 329-6687
NETSITE: http://www.cambridgeol.com/cambridge/

**CMG** Canadian Manda Group
One Atlantic Ave
Suite 105
TORONTO ON M6K 3E7
(416) 516-0911
Fax: (416) 516-0917
E-mail: general@mandagroup.com
NETSITE: http://www.mandagroup.com

**CMHC** Canada Mortgage and Housing Corporation
700 Montreal Rd
OTTAWA ON K1A 0P7
(800) 668-2642
(613) 748-2000
Fax: (613) 748-2098
E-mail: chic@cmhc-schl.gc.ca
NETSITE: http://www.cmhc-schl.gc.ca

**CMR** Canadian Tourism Human Resource Council
170 Laurier Ave W Suite 1104
OTTAWA ON K1P 5V5
(800) 331-1529
Fax: (613) 231-6853
E-mail: cthrc@cthrc.ca
NETSITE: http://www.cthrc.ca

**CMW** Canadian Home Workshop
PO Box 715
MARKHAM ON L3P 7V1
(905) 946-0893
E-mail: letters@canadianworkshop. ca

**CNFS** Canadian Forest Service
580 Booth St
OTTAWA ON K1A 0E4
(613) 947-7341
Fax: (613) 947-7397
E-mail: cfs-scf@nrcan.gc.ca
NETSITE: http://www.nrcan.gc.ca/cfs-scf/index_e.html

**CNI** Canadian Circumpolar Institute
University of Alberta
8820 - 112th St
EDMONTON AB T6G 2E1
(780) 492-4512
Fax: (780) 492-1153
E-mail: canadian.circumpolar.institute@ualberta.ca
NETSITE: http://www.ualberta.ca/~ccinst/polar/cci-base.htm

**CNV** Continental Teves
3000 University Dr 4th Floor
AUBURN HILLS MI 48326
(248) 393-5300

**CNW** Canadian Wildlife Federation
2740 Queensview Dr
OTTAWA ON K2B 1A2
(800) 563-9453
(613) 721-2286
Fax: (613) 721-2902
E-mail: info@cwf-fcf.org
NETSITE: http://www.cwf-fcf.org

**COAL** The Coal Association of Canada
205 Ninth Ave SE Unit 502
CALGARY AB T2G 0R3
(403) 262-1544
Fax: (403) 265-5202
E-mail: martin@coal.ca
NETSITE: http://www.coal.ca

**COCH** Cochenille Design Studio
PO Box 234276
ENCINITAS CA 92023-4276
(858) 259-1698
Fax: (858) 259-3746
E-mail: info@cochenille.com
NETSITE: http://www.cochenille.com

**COE** Concepts Inc.
Box 702
ONOWAY AB T0E 1V0
(780) 967-4810
Fax: (780) 967-2398
E-mail: conceptscinc@yahoo.com
NETSITE: http://www.CI-ConceptsInc.com

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BEAUMONT AB T4X 1P1
(780) 929-6821
E-mail: compics@compics.com
NETSITE: http://www.compics.com

**CPRC** Canadian Plains Research Centre
University of Regina
REGINA SK S4S 0A2
(306) 585-4758
(306) 585-4759
Fax: (306) 585-4699
E-mail: canadian.plains@uregina.ca
NETSITE: http://www.cprc.ca/

**CPYU** Captus Press
York University Campus
4700 Keele St
NORTH YORK ON M3J 1P3
(416) 736-5537
Fax: (416) 736-5793
E-mail: info@captus.com
NETSITE: http://www.captus.com

**CRI** CrispLearning Canada
60 Briarwood
PORT CREDIT ON L5G 3N6
(905) 274-5678
Fax: (905) 278-2801
E-mail: crisplearning@homeroom.com
NETSITE: http://www.crisplearning.com

**CSK** Career/LifeSkills Resources Inc.
116 Viceroy Rd Unit B1
CONCORD ON L4K 2M2
(905) 760-0111
(887) 680-0200
Fax: (905) 760-0113

**CSL** Career Services
Saskatchewan Learning
2220 College Avenue 3rd Floor
REGINA SK S4P 3V7
(888) 775-3276
(306) 787-8431
Fax: (306) 787-9178
E-mail: hotline@sasked.gov.sk.ca
NETSITE: http://www.sasked.gov.sk.ca /P/snw/pages

**CSY** Canada Safety Council
1020 Thomas Spratt Pl
OTTAWA ON K1G 5L5
(613) 739-1535
Fax: (613) 739-1566
E-mail: csc@safety-council.org
NETSITE: http://www.safety-council.org/

**CUL** Culinary Corner
Box 94542
LAS VEGAS NV 89193-8407
(702) 361-1404

**CUO** Cullor Books
1011 55th St
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(780) 461-1494
Fax: (780) 406-0196
E-mail: realbenson@shaw.ca

**CUPR** Columbia University Press
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(914) 591-9111
Fax: (800) 944-1844
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